

Assets Basic Processes

Student Guide

Table of Contents

Managing Assets - Introduction	1-1
Managing Assets - Introduction.....	1-2
Overview	1-3
Adding Assets Manually.....	1-4
Adjusting Assets	1-5
Transferring Assets	1-6
Retiring Assets.....	1-7
Depreciating Assets	1-8
Viewing Assets	1-9
Integrating Oracle Assets.....	1-10
Adding Assets Manually.....	2-1
Adding Assets Manually.....	2-2
Overview	2-3
Adding Assets by QuickAdditions.....	2-4
Lab 1: Adding and Tracking a New Computer in Your Books	2-12
Lab 1 Solutions: Adding and Tracking a New Computer to Your Books.....	2-14
Adding Assets by Detail Additions.....	2-20
Adding Assets Through Detail Additions.....	2-22
Lab 2: Adding a New Building Using Detail Additions	2-35
Lab 2 Solutions: Adding a New Building Using Detail Additions	2-37
Specifying Date Placed in Service of an Asset	2-45
Recording Asset Additions	2-46
Listing Asset Addition Reports.....	2-47
Summary.....	2-48
Adding Assets from Invoice Lines	3-1
Adding Assets from Invoice Lines	3-2
Overview	3-3
Using Create Mass Additions	3-5
Importing Invoice Lines.....	3-7
Preparing Mass Additions to Become Assets	3-8
Preparing Mass Additions to Become Assets	3-11
Posting Mass Additions	3-45
Lab 1: Adding Mass Additions	3-50
Lab 1 Solutions: Adding Mass Additions	3-52
Merging and Splitting Mass Additions.....	3-59
Lab 2: Merging Mass Additions	3-60
Lab 2 Solutions: Merging Mass Additions	3-61
Posting Mass Additions	3-64
Posting Mass Additions	3-68
Deleting Mass Additions	3-69
Listing Mass Additions Reports	3-70
Summary.....	3-71
Adjusting Assets.....	4-1
Adjusting Assets	4-2
Overview	4-3
Reclassifying Assets	4-5
Reclassifying Assets	4-6
Recording Asset Reclassification	4-10
Adjusting Asset Units	4-11
Adjusting Asset Units	4-12
Adjusting Financial Information of an Asset.....	4-19

Adjusting Financial Information of an Asset	4-20
Recording Amortized Cost Adjustments	4-28
Performing a Mass Change on Assets	4-29
Performing a Mass Change on Assets.....	4-30
Controlling a Mass Change.....	4-43
Controlling Mass Change on Assets	4-44
Listing Adjustment Reports	4-45
Lab 1: Reclassifying and Adjusting an Asset	4-46
Lab 1 Solutions: Reclassifying and Adjusting an Asset	4-49
Summary.....	4-59
Transferring Assets	5-1
Transferring Assets.....	5-2
Overview	5-3
Transferring an Asset.....	5-4
Transferring a Group of Assets.....	5-10
Recording Prior Period Transfers	5-24
Listing Asset Transfer Reports	5-26
Lab 1: Transferring an Asset and Determining the Restrictions.....	5-27
Lab 1 Solutions: Transferring an Asset and Determining the Restrictions	5-28
Summary.....	5-32
Retiring Assets	6-1
Retiring Assets.....	6-2
Overview	6-3
Retiring Assets.....	6-4
Discussing Retirement and Reinstatement Restrictions.....	6-5
Fully Retiring Assets	6-6
Fully Retiring Assets: Subcomponent	6-10
Partially Retiring Assets	6-17
Partially Retiring Assets	6-18
Processing Pending Retirements and Reinstatements.....	6-22
Updating Retirement Status	6-23
Calculating Gains and Losses.....	6-24
Calculating Depreciation for the Period Retired.....	6-29
Recording Retirements and Reinstatements	6-30
Recording Retirements	6-31
Reinstating Assets.....	6-34
Retiring a Group of Assets.....	6-36
Reinstating a Mass Retirement	6-50
Lab 1: Retiring an Asset and Then Undoing the Retirement	6-54
Lab 1 Solutions: Retiring an Asset and Then Undoing the Retirement	6-55
Lab 2: Reinstating an Asset	6-64
Lab 2 Solutions: Reinstating an Asset	6-65
Listing Retirement Reports.....	6-68
Summary.....	6-69
Depreciating Assets.....	7-1
Depreciating Assets	7-2
Overview	7-3
Using Depreciation Methods to Depreciate Assets.....	7-4
Running Depreciation on Assets.....	7-5
Reconciling Depreciation Journal Entries.....	7-7
Listing Asset Depreciation Reports	7-8
Summary.....	7-9
Viewing Asset Information	8-1
Viewing Asset Information.....	8-2
Overview	8-3

Viewing Information on Assets	8-4
Viewing Financial Information.....	8-5
Reviewing Financial Transaction Results of an Asset.....	8-17
Viewing Transaction Detail and History	8-28
Lab 1: Querying and Viewing Financial Information of an Asset.....	8-33
Lab 1 Solutions: Querying and Viewing Financial Information of an Asset.....	8-35
Summary.....	8-41
Listing of Oracle Asset Reports - Basic.....	9-1
Listing of Oracle Assets Reports	9-2
Transaction Reports	9-3
Additions Reports	9-4
Mass Additions Reports.....	9-6
Adjustment Reports	9-8
Transaction History Report.....	9-10
Transfer Reports	9-11
Reclassification Reports	9-12
Retirement Reports	9-13
Mass Transaction Reports.....	9-15
Depreciation Reports	9-16
Accounting Reports	9-18
Responsibility Reports.....	9-22
Reconciliation Reports.....	9-23
Tracking Reports	9-25
Submitting Reports - Basic	10-1
Submitting Reports - Basic	10-2
Overview	10-3
Identifying Report Types	10-4
Submitting Individual Reports	10-6
Creating Request Sets	10-9
Viewing Requests in Process	10-10
Viewing Completed Requests.....	10-12
Using the Concurrent Manager.....	10-15
Viewing Information.....	10-16
Canceling Requests.....	10-19
Placing a Hold on Requests	10-21
Summary.....	10-24
Reconciling Assets Data - Basic	11-1
Reconciling Assets Data - Basic	11-2
Overview	11-3
Reconciling to the General Ledger	11-4
Reconciling Asset Cost Accounts	11-5
Reconciling Reserve Accounts	11-6
Reconciling Depreciation Expense Accounts	11-7
Reconciling Mass Additions	11-8
Summary.....	11-10
Oracle Assets Summary - Basic	12-1
Oracle Assets Summary - Basic.....	12-2
Oracle Assets Overview.....	12-3
Managing Assets.....	12-4
Reporting and Reconciling	12-5
Summary.....	12-6

Managing Assets - Introduction

Chapter 1

Managing Assets - Introduction

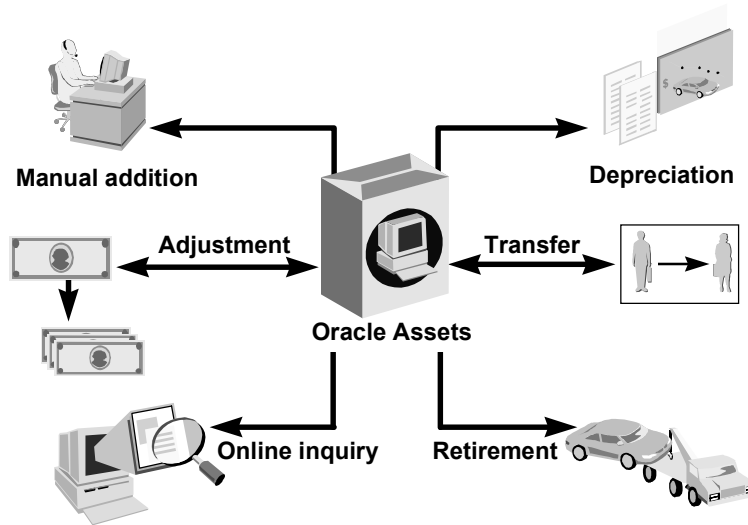
Section Objectives

At the end of this section, you should be able to:

- Discuss the basic concepts of Managing Assets within Oracle Assets

Overview

Maintaining Fixed Assets



Managing Assets

Transaction	Description
Manual addition	Adding assets using QuickAdditions and Detail Additions
Adjustment	Reclassifying an asset from one category to another, adjusting the number of units or financial information
Transfer	Transferring asset information between expense accounts, locations, and employees.
Depreciation	Depreciating assets using depreciation methods, and creating journal entries
Retirement	Fully or partially retiring assets to take them out of service
Online inquiry	Querying financial information about assets online

Adding Assets Manually

Adding Assets

You use QuickAdditions or Detail Additions to add assets manually.

Using QuickAdditions

- You use the QuickAdditions process to quickly add assets.
- When you enter minimal information in the QuickAdditions window, the remaining asset information defaults from the asset category, book, and the date placed in service.

Using Detail Additions

- You use the Detail Additions process to enter assets that cannot be added using the QuickAdditions process.
- These assets include the following:
 - Assets with a salvage value
 - Assets with more than one assignment
 - Assets with more than one source line
 - Assets to which the category default depreciation rules do not apply
 - Subcomponent assets
 - Leased assets and leasehold improvements

Adjusting Assets

Changing Asset Units and Information

Process	Description
Reclassification	Changing the category of an asset
Unit adjustment	Changing the number of units for an asset
Financial information adjustment	Correcting an error or updating financial information for an asset
Invoice line addition	Adding an invoice line to an existing asset as a cost adjustment using Mass Additions, or adding an invoice line manually to a Construction In Progress asset Transferring invoice lines between assets
Mass change (for groups of assets)	Changes to the Prorate Convention, Depreciation Method, or Asset Life. Can be amortized or expensed for a group of assets.

Transferring Assets

Transferring a Single Asset or a Group of Assets

- You can assign and transfer assets to different locations, expense accounts, and employees.
- You can backdate a transfer in the current period as long as the date is within the current fiscal year.
- You can transfer groups of assets.

Retiring Assets

Retiring or Reinstating an Asset

You can easily retire assets or reinstate previously retired assets with Oracle Assets:

- You can retire all or part of an asset that was lost, stolen, damaged, sold, returned, or for any other reason that it is no longer in service.
- You can undo the retirement with a reinstatement. Oracle Assets continues to track a fully Depreciated asset until you retire it.

Retirement Type	Description
Full Retirement	Retiring an entire asset including all of its units and cost.
Partial Retirement	Retiring part of an asset by cost or units. You specify the units to be retired. The cost retired is distributed proportionately across all distribution lines.
Reinstatement	Reinstating or undoing a retirement.

Depreciating Assets

Running Depreciation

- You can calculate and record depreciation for each book independently.
- When depreciation is run with the Close Period checkbox checked, Oracle Assets closes the current period and opens the next period.
- The Create Journal Entries program creates journal entries for depreciation expense, asset cost, and other accounts affected by Asset transactions throughout the period.

Journalizing in Oracle Assets

Creating Journal Entries

- The depreciation program is run by the DELPHI Controller at the end of each accounting period to close the current period and open the next period in Oracle Assets.
- The Create Journal Entries program is run to create journal entries for review and posting to the appropriate general ledger set of books.

Viewing Assets

Performing Online Inquiries

You can view and query assets online to verify or research asset information. You can quickly find the assets without having to remember asset numbers.

Querying Information Types

- Financial Inquiry: View an asset's identification and financial information.
- Assignments Inquiry: View an asset's expense account, employee, or location.
- Lease Inquiry: View the lessor, lease number, or lease description of an asset.
- Source Lines Inquiry: View the supplier invoice or purchase order numbers.
- Transaction History: View a summary of all the transactions performed on the asset.
- Cost Inquiry: Review Cost History for assets.

Integrating Oracle Assets

Integrating Oracle Assets with Other Products

Oracle Assets integrates with Oracle Payables, Oracle Projects, and Oracle General Ledger to provide asset management needs:

- You upload and download information from a spreadsheet.
- You load invoice and asset information from any feeder system, such as Oracle Payables or another payables system, into Oracle Assets using Mass Additions.

Oracle Assets eases general ledger integration by automatically producing asset journal entries for the general ledger system.

Product	Information Transferred to Oracle Assets
Oracle Payables	Invoice lines
Other Assets System (optional interface)	Existing asset information

Integrating Oracle Assets

- Assets creates separate depreciation adjustment entries for review of the adjustments effects and the current period depreciation in the general ledger.
- Assets sends journal entries directly to General Ledger with the associated batch ID, the journal entry name and description, and other information about the journal entry.
- After sending journal entries from Oracle Assets to Oracle General Ledger, you use the Enter Journals window to review or modify the general ledger entries before posting.

Reporting, Reconciling, and Inventory Processing

- Run one or more reports simultaneously using concurrent requests processed by the concurrent manager.
- Use report parameters, such as depreciation book, accounting period, and organization to specify which assets to report on.
- Use reports to reconcile asset data, such as cost accounts, CIP cost accounts, mass additions, and Depreciation and Accumulated Depreciation accounts with the general ledger and other feeder systems.
- Perform physical inventory to update assets before or after submitting reports.

Submitting Reports

- Run a single report, specifying which assets to report on by using report parameters, such as depreciation book, accounting period, and cost center.
- Run multiple reports simultaneously by using concurrent requests processed by the concurrent manager.
- Define a group of reports to run together as a report set. You automatically run the report set monthly at a specific date and time.
- Once you have submitted the reports, monitor the submission and view the output online in the View Requests window.
- Use profile options to specify how many report copies to print.

Performing Inventory

- Enter physical inventory data into Oracle Assets.

- Compare the actual data with the asset information in Oracle Assets to identify differences.
- View the results of the comparison, and reconcile the differences by updating each asset manually or using the Mass Additions process to add assets not in the production system.

Adding Assets Manually

Chapter 2

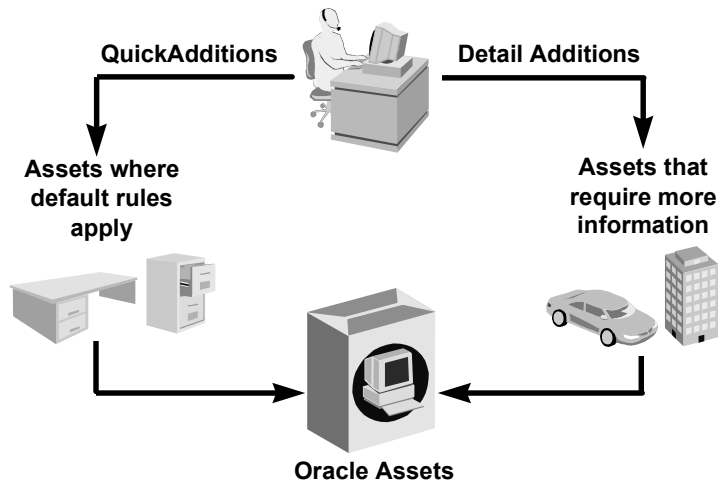
Adding Assets Manually

Section Objectives

At the end of this section, you should be able to:

- Use QuickAdditions to add an asset by accepting defaults
- Use Detail Additions to add an asset by specifying details

Adding Assets Manually



Adding Assets

You use QuickAdditions or Detail Additions to add assets manually.

Using QuickAdditions

Use the QuickAdditions process to quickly add ordinary assets. When you enter minimal information in the QuickAdditions window, the remaining asset information defaults from the asset category, book, and the date placed in service.

Adding Assets by QuickAdditions

Find Assets

Oracle Assets

N → Assets → Asset Workbench

Find Assets

Use the Quick Additions process to add an asset quickly by accepting default information.

The screenshot shows the 'Find Assets' dialog box with the following elements:

- Find by Asset Detail** (selected tab)
- Find by Assignment**
- Find by Source Line**
- Find by Lease**
- Asset Number**:
- Tag Number**:
- Serial Number**:
- Warranty Number**:
- Description**:
- Category**: [☐]
- Asset Key**:
- Buttons**:

1. On the Find Assets screen, select (B) QuickAdditions.

QuickAdditions

Asset Number: FRA155
 Tag Number: FRA155-22
 Serial Number:
 Asset Type: Capitalized
 Supplier Name:
 Invoice Number:
 Description: MONITOR
 Category:
 Asset Key:
 Units: 1
 Supplier Number:
 PO Number:
 Book:
 Cost:
 Date in Service:
 Employee Name:
 Expense Account:
 Employee Number:
 Location:
 Done Cancel

QUICKADDITIONS		
Field Name	Comments	Required?
Asset Number	Enter a unique asset number or leave blank for automatic asset numbering. Manual numbering is recommended using your agency identifier followed by a sequential number.	No
Description	Use LOV to choose a standard description defined in the Quick Codes window, or enter a brief description.	Yes
Tag Number	Enter a tag number that uniquely identifies the asset.	No
Category	With the cursor in the Category field, select LOV and the Category Flexfield window will appear.	Yes

Category Flexfield

OPERATING ADMIN: FRA FEDERAL RAILROAD ADMINISTRATION
 ACCOUNT: 17506000 EQUIPMENT
 CLASS: 31460 ADP EQUIPMENT CAPITALIZED
 OK Cancel Combinations Clear Help

CATEGORY FLEXFIELD		
Field Name	Comments	Required?
Operating Admin	From the LOV, choose the Operating Administration.	Yes
Account	From the LOV, choose the Account.	Yes

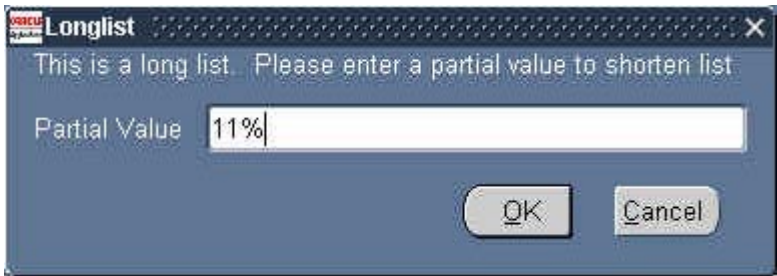
Class	From the LOV, choose the Class.	Yes
-------	---------------------------------	-----

2. Select (B) OK to return to the QuickAdditions screen.

QUICKADDITIONS (continued)		
Field Name	Comments	Required?
[]	This descriptive flexfield is not used in DELPHI at this time.	No
Serial Number	If applicable, enter the asset serial number.	No
Asset Key	With the cursor in the Asset Key field, select LOV and the Asset Key Flexfield screen will appear.	Yes

ASSET KEY FLEXFIELD		
Field Name	Comments	Required?

Book	From the LOV, choose the Book.	Yes
Region	From the LOV, choose the Region.	Yes
Organization	From the LOV, choose the Organization.	Yes



Note that when entering a field with a long list of values the Longlist screen will appear. On the Longlist screen, place cursor in the Partial Value field and enter search criteria and a % and select (B) OK. A LOV will appear. Select the appropriate value. Select (B) OK to return to the Asset Key Flexfield screen.



3. On the Asset Key Flexfield screen, select (B) OK.

QuickAdditions

Asset Number	<input type="text" value="FRA155"/>	Description	<input type="text" value="MONITOR"/>
Tag Number	<input type="text" value="FRA155-22"/>	Category	<input type="text" value="FRA.17506000.31460"/>
Serial Number	<input type="text"/>	Asset Key	<input type="text" value="FRA.REG1.1100000000"/>
Asset Type	<input type="text" value="Capitalized"/>	Units	<input type="text" value="1"/>
Supplier Name	<input type="text"/>	Supplier Number	<input type="text"/>
Invoice Number	<input type="text"/>	PO Number	<input type="text"/>

Book

Book	<input type="text"/>	Cost	<input type="text"/>
		Date in Service	<input type="text"/>

Assignment

Employee Name	<input type="text"/>	Employee Number	<input type="text"/>
Expense Account	<input type="text"/>	Location	<input type="text"/>

QUICKADDITIONS (continued)

Field Name	Comments	Required?
Asset Type	Choose the Asset Type of Capitalized OR CIP from the drop down list.	Yes
Units	If necessary, change the number of units that are components of the asset.	Yes
Supplier Name	From the LOV, optionally choose a Supplier Name. When you choose a supplier name the supplier number field automatically defaults in.	No
Supplier Number	From the LOV, optionally enter a Supplier Number. When you choose a supplier number the supplier name automatically defaults in.	No
Invoice Number	Optionally enter an Invoice Number for this asset.	No
PO Number	Optionally enter a PO Number for this asset.	No
Book Area		
Book	From the LOV. Book will default in.	Yes
Cost	Enter the current cost of this asset.	Yes
Date in Service	The Date in Service field defaults to the current date. Optionally change the date as needed.	Yes
Assignment Area		
Employee Name	From the LOV, optionally choose an Employee Name. When an Employee Name is chosen the Employee Number field is updated.	No
Employee Number	From the LOV, optionally choose an Employee Number. When an Employee Number is chosen the Employee Name field is updated.	No
Expense Account	With the cursor in the Expense Account field, select LOV and the Alias? window will appear.	Yes

4. Select from LOV, select (B) OK and the AFF window will appear.

5. In the AFF screen, enter the following information and select (B) OK to return to the QuickAdditions screen.

AFF (Accounting Flexfield)		
Field Name	Comments	Required?
Fund	From the LOV, choose the Fund for this assets expense account.	Yes
Budget Year	From the LOV, choose the Budget Year for this assets expense account.	Yes
BPAC	From the LOV, choose the BPAC for this assets expense account.	Yes
Organization	From the LOV, choose the Organization for this assets expense account.	Yes
Object Class	From the LOV, choose the Object Class for this assets expense account.	Yes
SGL Account	From the LOV, choose the SGL Account for this assets expense account.	Yes
Future 1 through 4	Enter Zeroes in each of the Future fields.	Yes

6. On the QuickAdditions screen, enter the Location field.

QUICKADDITIONS (continued)		
Field Name	Comments	Required?
Location	With the cursor in the Location field, select LOV and the Location Flexfield window will appear.	Yes

LOCATION FLEXFIELD		
Field Name	Comments	Required?
OA Region	From the LOV choose the OA Region for this asset.	Yes
State	From the LOV choose the State for this asset.	Yes
City	From the LOV choose the City for this asset.	Yes
County	From the LOV choose the County for this asset.	Yes

Facility/Site	From the LOV choose the Facility/Site for this asset.	Yes
Geographic Location Code	From the LOV, optionally choose the Geographic Location Code. To locate a Geographical Location Code refer to the GSA Location website at http://www.gsa.gov/glc .	No

7. On the Location Flexfield, select (B) OK.

QuickAdditions

Asset Number: FRA155
Tag Number: FRA155-22
Serial Number:
Asset Type: Capitalized
Supplier Name:
Invoice Number:
Description: MONITOR
Category: FRA.17506000.31460
Asset Key: FRA.REG1.1100000000
Units: 1
Supplier Number:
PO Number:
Book: FRA
Cost: 750.00
Date in Service: 31-JUL-2001
Assignment
Employee Name:
Employee Number:
Expense Account: 0000000000.0000.0000000000.00000000
Location: FRA R1.DC.WASHINGT
Done Cancel

8. Select (B) Done to Save the new Asset.

Note

APP-OFA-48266: Transaction saved for asset number FRA155. Reference numbers: 2377, 2377
OK

9. In the Note window, make note of the Asset and Reference Numbers and Select (B) OK.

Lab 1: Adding and Tracking a New Computer in Your Books

In this lab, you will add a new asset into your book, accepting the default rules associated with this asset category.

Instructions

The company has just purchased a Micron computer. Use the QuickAdditions feature of Assets to record the purchase of this asset with the following information:

- Manually assign the asset number by using FRA plus *<Unique Identifier>* to be provided by the instructor.
- Use the asset description, Micron computer.
- Tag Number: Enter FRA plus *<Unique Identifier>*.
- Use the category:

Category	
Operating Admin	FRA
Account	17506000
Class	31460

- Use the asset key:

Asset Key	
Book	FRA
Region	HQ
Organization	4042000000

Leave the Serial Number, Supplier Name and Number, Invoice Number, and PO Number fields blank.

- Add the asset to the FRA book with a cost of \$25,000.

Lab 1: Adding and Tracking a New Computer in Your Books

- Assign the computer to the following depreciation expense account:

Expense Account	
Fund	2710700000
Budget Year	Current FY
BPAC	0901050000
Organization	4042000000
Object Class	31460
SGL ACCT	67106600
Future 1	0000000000
Future 2	0000000000
Future 3	0000000000
Future 4	0000000000

- Use the following Location flexfield: Save by selecting (B) Done.

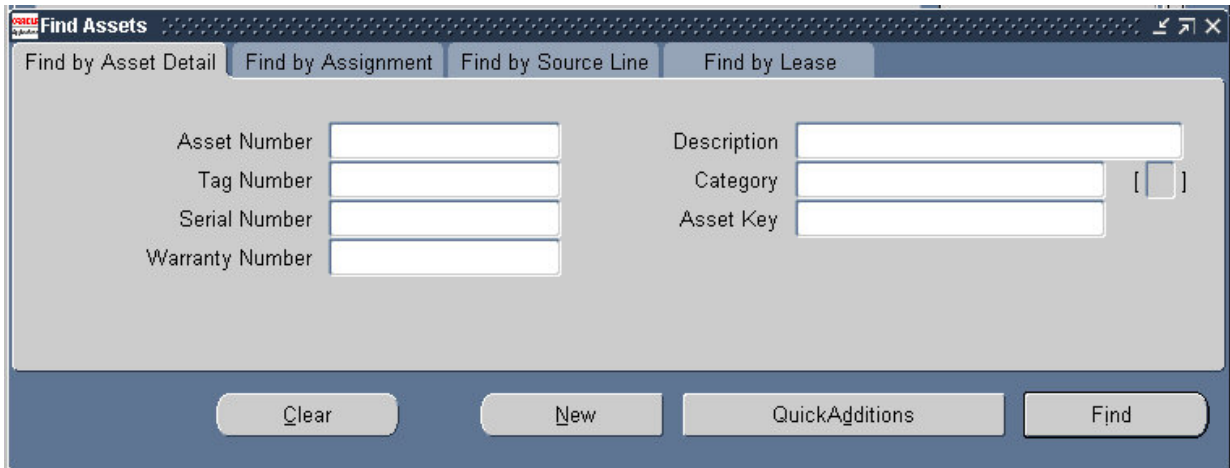
Location	
OA Region	FRA HQ
State	DC
City	Washington
County	District of Columbia
Facility/Site	400 7 TH St SW
Geographic Location Code	110010001

Note the asset number you assigned manually _____.

Lab 1 Solutions: Adding and Tracking a New Computer to Your Books

1. Navigate to the QuickAdditions window.

N → Assets → Asset Workbench



The 'Find Assets' window is a dialog box with a title bar and four tabs: 'Find by Asset Detail', 'Find by Assignment', 'Find by Source Line', and 'Find by Lease'. The 'Find by Asset Detail' tab is selected. It contains two columns of input fields. The left column has 'Asset Number', 'Tag Number', 'Serial Number', and 'Warranty Number'. The right column has 'Description', 'Category', and 'Asset Key'. At the bottom, there are four buttons: 'Clear', 'New', 'QuickAdditions', and 'Find'.

2. Select (B) QuickAdditions.



The 'QuickAdditions' window is a dialog box with a title bar and a dark blue background. It contains two columns of input fields. The left column has 'Asset Number', 'Tag Number', 'Serial Number', 'Asset Type' (a dropdown menu), 'Supplier Name', and 'Invoice Number'. The right column has 'Description', 'Category', 'Asset Key', 'Units', 'Supplier Number', and 'PO Number'. Below these fields, there are three sections: 'Book' with 'Book' and 'Cost' fields, 'Assignment' with 'Employee Name', 'Employee Number', 'Expense Account', and 'Location' fields, and 'Date in Service'. At the bottom, there are two buttons: 'Done' and 'Cancel'.

Lab 1 Solutions: Adding and Tracking a New Computer to Your Books

3. Enter the following information in the respective fields:

Asset Number: FRA plus <Unique Identifier>

Description: Micron computer

Tag Number: FRA plus <Unique Identifier>

Category:

Category	
Operating Admin	FRA
Account	17506000
Class	31460

Category Flexfield

OPERATING ADMIN: FRA FEDERAL RAILROAD ADMINISTRATION

ACCOUNT: 17506000 EQUIPMENT

CLASS: 31460 ADP EQUIPMENT CAPITALIZED

Buttons: OK, Cancel, Combinations, Clear, Help

Asset Key:

Asset Key	
Book	FRA
Region	HQ
Organization	4042000000

Asset Key Flexfield

BOOK: FRA FEDERAL RAILROAD ADMINISTRATION

REGION: HQ HEADQUARTERS

ORGANIZATION: 4042000000 ACCOUNTING SYSTEMS STAFF

Buttons: OK, Cancel, Combinations, Clear, Help

Lab 1 Solutions: Adding and Tracking a New Computer to Your Books

Leave the Serial Number, Supplier Name and Number, Invoice Number, and PO Number fields blank.

Book: FRA

Cost: \$25,000

Expense Account:

Expense Account	
Fund	2710700000
Budget Year	Current FY
BPAC	0901050000
Organization	4042000000
Object Class	31460
SGL ACCT	67106600
Future 1	0000000000
Future 2	0000000000
Future 3	0000000000
Future 4	0000000000

The screenshot shows the 'FRA_AFF' form in the Oracle Financials system. The form is titled 'FRA_AFF' and has a close button (X) in the top right corner. The fields and their values are as follows:

FUND	2710700000	SAFETY AND OPERATIONS, FRA, FY-01, DIRECT
BUDGET YEAR	2002	BY 2002
BPAC	0901050000	SAL EXP ADMINISTRATION FINANCE
ORGANIZATION	4042000000	ACCOUNTING SYSTEMS STAFF
OBJECT CLASS	31460	ADP EQUIPMENT-CAPTLZDEQUIPMENT ADP EQP-C AUD VIS/REPROD EQ-CAPEQUIPM
SGL ACCOUNT	67106600	N,P - DEPRECIATION, AMORTIZATION, AND DEPLETION
FUTURE 1	0000000000	NOT APPLICABLE
FUTURE 2	0000000000	NOT APPLICABLE
FUTURE 3	0000000000	NOT APPLICABLE
FUTURE 4	0000000000	NOT APPLICABLE

At the bottom of the form, there are five buttons: OK, Cancel, Combinations, Clear, and Help.

Lab 1 Solutions: Adding and Tracking a New Computer to Your Books

Location:

Location	
OA Region	FRA HQ
State	DC
City	Washington
County	District of Columbia
Facility/Site	400 7 TH St SW
Geographic Location Code	110010001

Location Flexfield

OA REGION: **FRA HQ** HEADQUARTERS

STATE: **DC** DISTRICT OF COLUMBIA

CITY: **WASHINGTON**

COUNTY: **DISTRICT OF COLUMBIA**

FACILITY/SITE: **400 7TH ST SW** FEDERAL RAILROAD ADMINIST

GEOGRAPHIC LOCATION CODE: **110010001** DC, WASHINGTON, DISTRICT OF COLUMBIA

Buttons: OK, Cancel, Combinations, Clear, Help

Lab 1 Solutions: Adding and Tracking a New Computer to Your Books

QuickAdditions

Asset Number: FRA111
Tag Number: FRA111
Serial Number:
Asset Type: Capitalized
Supplier Name:
Invoice Number:

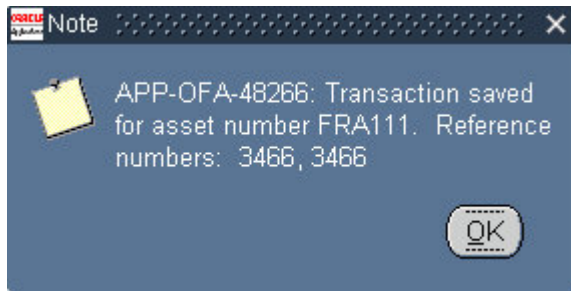
Description: MICRON COMPUTER
Category: FRA.17506000.31460
Asset Key: FRA.HQ.4042000000
Units: 1
Supplier Number:
PO Number:

Book
Book: FRA
Cost: 25,000.00
Date in Service: 18-JAN-2002

Assignment
Employee Name:
Employee Number:
Expense Account: 2710700000.2002.0901050000.40420000
Location: FRA HQ.DC.WASHING

Done Cancel

4. Select (B) Done.



5. Note the asset number _____ and select (B) OK.

Overview

Using Detail Additions

Use the Detail Additions process to enter assets that you cannot add with the QuickAdditions process. These assets include the following:

- Assets with a salvage value
- Assets with more than one assignment
- Assets with more than one source line
- Assets to which the category default depreciation rules do not apply
- Subcomponent assets
- Leased assets and leasehold improvements

Adding Assets by Detail Additions

Specifying Asset Type

Asset Type	Description	Account Charged
Capitalized	<ul style="list-style-type: none">• Balance sheet account• Usually depreciated	Asset Cost Clearing
Expensed	<ul style="list-style-type: none">• Not depreciated• Not capitalized• Charged directly• Tracked by Oracle Assets but not journalized	Expense in Oracle Payables
CIP	<ul style="list-style-type: none">• Not yet in use• Depreciated when capitalized• Corp. book account	CIP Clearing

Adding Assets by Specifying Details (Detail Additions)

Use the Detail Additions process to add complex assets that the QuickAdditions process cannot handle. Override default depreciation rules if necessary. Provide descriptive, financial, and assignment information. Enter purchasing information as needed.

Using the Asset Details Window

Enter descriptive information in the Asset Details window to query assets at a future time.

Using the Books Window

Enter financial information in the Books window.

Using the Assignments Window

Enter distribution information in the Assignments window.

Adding Assets by Detail Additions

Using the Source Lines Window

Enter purchasing information as needed in the Source Lines window.

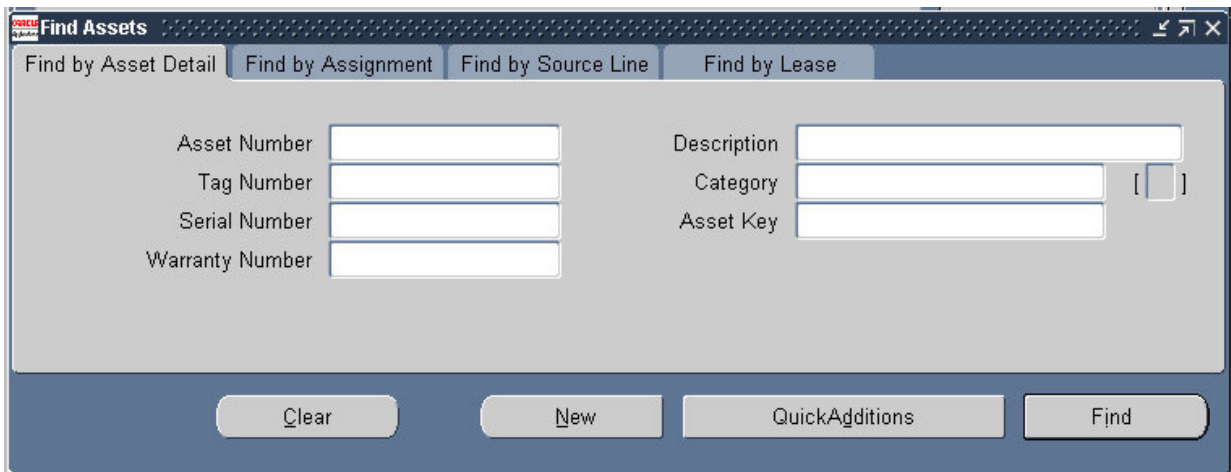
Adding Assets Through Detail Additions

Find Assets

Oracle Assets

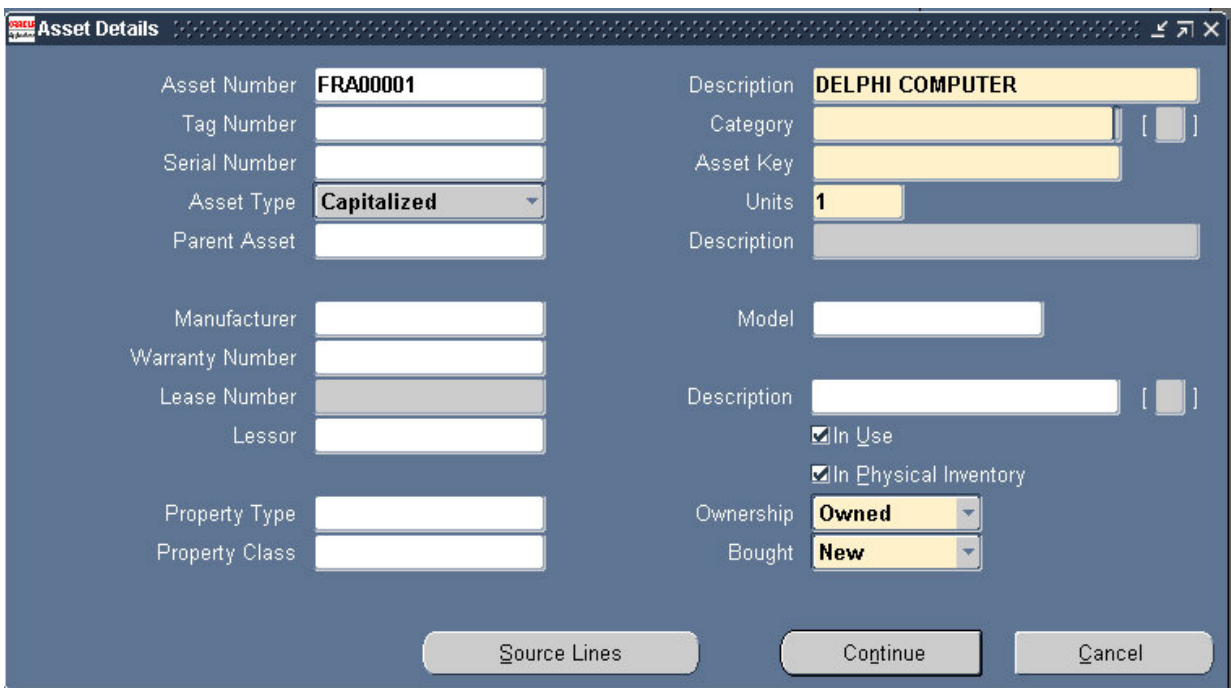
N → Assets → Asset Workbench

Find Assets



The screenshot shows the 'Find Assets' window with four tabs: 'Find by Asset Detail', 'Find by Assignment', 'Find by Source Line', and 'Find by Lease'. The 'Find by Asset Detail' tab is selected. It contains two columns of input fields. The left column has 'Asset Number', 'Tag Number', 'Serial Number', and 'Warranty Number'. The right column has 'Description', 'Category', and 'Asset Key'. At the bottom, there are four buttons: 'Clear', 'New', 'QuickAdditions', and 'Find'.

1. In the Find Assets window, select (B) New.



The screenshot shows the 'Asset Details' window. It contains two columns of input fields. The left column has 'Asset Number' (FRA00001), 'Tag Number', 'Serial Number', 'Asset Type' (Capitalized), 'Parent Asset', 'Manufacturer', 'Warranty Number', 'Lease Number', 'Lessor', 'Property Type', and 'Property Class'. The right column has 'Description' (DELPHI COMPUTER), 'Category', 'Asset Key', 'Units' (1), 'Description', 'Model', 'Description', 'In Use' (checked), 'In Physical Inventory' (checked), 'Ownership' (Owned), and 'Bought' (New). At the bottom, there are three buttons: 'Source Lines', 'Continue', and 'Cancel'.

2. In the Asset Details window, enter the following information.

ASSET DETAILS		
Field Name	Comments	Required?
Asset Number	An asset number uniquely identifies each asset. When you add an asset you can enter the asset number, or leave the field blank for automatic asset numbering. Manual numbering is recommended, using your agency identifier followed by a sequential number.	No
Description	Enter a brief description of the asset.	Yes
Tag Number	Enter a unique Tag Number. The Tag Number can be used to track the asset.	No
Category	Oracle Assets defaults depreciation rules based on the category, book and date placed in service. Place cursor in the Category field and select LOV and the Category Flexfield window will appear.	Yes

Category Flexfield

OPERATING ADMIN **FRA** FEDERAL RAILROAD ADMINISTRATION

ACCOUNT **17506000** EQUIPMENT

CLASS **31460** ADP EQUIPMENT CAPITALIZED

OK Cancel Combinations Clear Help

3. In the Category Flexfield window, enter the Operating Administration, Account and Class.

CATEGORY FLEXFIELD		
Field Name	Comments	Required?
Operating Admin	From the LOV, choose the Operating Administration.	Yes
Account	From the LOV, choose the Account.	Yes
Class	From the LOV, choose the Class.	Yes

4. Select (B) OK to return to the Asset Details window.

5. Continue to enter the following information in the Asset Details window.

ASSET DETAILS (continued)		
Name Field	Comments	Required?
[]	This field is not used in DELPHI.	No
Serial Number	Enter serial number.	No
Asset Key	The asset key allows you to group assets or identify asset groups quickly. It does not have financial impact. Place cursor in the Asset Key field and select LOV and the Asset Key Flexfield window will appear.	Yes

6. In the Asset Key Flexfield window, enter the Book, Region and Organization.

ASSET KEY FLEXFIELD		
Field Name	Comments	Required?
Book	From the LOV, choose the Book.	Yes
Region	From the LOV, choose the Region.	Yes
Organization	From the LOV, choose the Organization.	Yes

7. Select (B) OK to return to the Asset Details window.

The screenshot shows the 'Asset Details' window with the following fields and values:

- Asset Number: FRA00001
- Tag Number: (empty)
- Serial Number: (empty)
- Asset Type: Capitalized (dropdown menu)
- Parent Asset: (empty)
- Manufacturer: (empty)
- Warranty Number: (empty)
- Lease Number: (empty)
- Lessor: (empty)
- Property Type: (empty)
- Property Class: (empty)
- Description: DELPHI COMPUTER
- Category: FRA.17506000.31460
- Asset Key: FRA.HQ.1100000000
- Units: 1
- Description: (empty)
- Model: (empty)
- Description: (empty)
- In Use: ☒
- In Physical Inventory: ☒
- Ownership: Owned (dropdown menu)
- Bought: New (dropdown menu)

Buttons at the bottom: Source Lines, Continue, Cancel.

8. Continue entering the following information in the Asset Details window.

ASSET DETAILS (continued)		
Field Name	Comments	Required?
Asset Type	Use the drop down list to choose the Asset Type of Capitalized or CIP.	Yes
Units	Change number of units to include the number of components included as part of the asset. The Units default is 1.	Yes
Parent Asset	From the LOV choose the parent asset to which your asset belongs if you are adding a subcomponent asset.	No
Description	This field displays the description of the Parent Asset chosen in the Parent Asset field.	Display Only
Manufacturer	Enter the name of the Manufacturer for this asset.	No
Model	Enter the Model number if applicable.	No
Warranty Number	If the asset is covered by a warranty, from the LOV choose the warranty number.	No
Lease Number	You can enter lease information only for an asset assigned to a leased asset category. From the LOV, choose the applicable Lease Number. (Before adding a lease to an asset, you must use the Leases window to define the lease.)	No
Description	The lease description defaults in when you choose a Lease Number.	Display Only
[]	Not used in DELPHI at this time.	No
Lessor	The Lessor field defaults in when you choose a Lease Number.	Display Only
In Use	The In Use checkbox indicates whether the asset is in	No

	use.	
In Physical Inventory	Check the In Physical Inventory checkbox to include this asset when you run the Physical Inventory comparison report. Or uncheck the In Physical Inventory checkbox if you do not want assets in a particular category to be included in physical inventory.	No
Property Type	From the LOV, choose from Contractor, Heritage, Personal or Real for the Property Type.	No
Ownership	From the dropdown list, choose whether the Ownership is Owned or Leased.	Yes
Property Class	Not used in DELPHI.	No
Bought	From the dropdown box, choose whether the asset was bought New or Used.	Yes

9. To enter purchasing information for a new asset select (B) Source Lines.

10. In the Source Lines window, select the Supplier Tab. Enter the following information.

SOURCE LINES		
Field Name	Comments	Required?
Asset Number	The Asset Number field defaults from the asset number entered manually or automatically assigned by Oracle Assets.	Display Only
Asset Type	This field is protected from update.	Display Only
Cost	This field is protected from update and updates when you	Display Only

	enter the cost of the asset in the Book window.	
New Cost	This field is protected from update.	Display Only
Supplier TAB		
Invoice Number	Enter the Invoice Number.	No
Line	The Line number field is automatically populated when you enter invoice information.	No
Description	Enter the asset description for this invoice.	No
Active check box	The Active check box is automatically checked by default.	Display Only
Name	From the LOV, choose the supplier name.	No
Number	The Number field defaults in when you select the supplier in the Name field.	No
PO Number	Enter the PO Number if applicable.	No
Line Amount	The Line Amount field is protected from update.	Display Only
Transfer Amount	The Transfer Amount is protected from update.	Display Only

- Specify one or more invoice lines associated with the asset or enter supplier information for each invoice line. Select (B) Continue to specify cost and continue adding the asset in the Books window.

The screenshot shows the 'Books' window in Oracle Assets. The 'Asset Number' is FRA0001 and the 'Book' is FRA. The 'Depreciation' section displays the following values:

Current Cost	5,000.00	YTD Depreciation	0.00
Original Cost	5,000.00	Accumulated Depr	0.00
Salvage Value	0.00	Ceiling	
Recoverable Cost	5,000.00	Revaluation Ceiling	
Net Book Value	5,000.00	Revaluation Reserve	

The 'Method' section shows the depreciation method set to 'STL' with a life of 5 years and 0 months. The 'Date in Service' is 31-JUL-2001, and the 'Prorate Convention' is 'FOL MONTH'. The 'Prorate Date' is 01-AUG-2001. The 'Amortization Start Date' is blank. The 'Short Fiscal Year' checkbox is unchecked. The 'Conversion Date' and 'Original Depr Start Date' are also blank. At the bottom, there are buttons for 'Change Group', 'Continue', and 'Cancel'.

Use the Books window to assign an asset to a DOT Depreciation Book. Oracle Assets defaults financial information from the asset category according to the book and date placed in service.

Depreciation Guidelines

- If you decide not to depreciate an asset at the time you add it, do not select the Depreciate check box. If you select the Depreciate check box later, Oracle Assets calculates the depreciation from the date placed in service to the present and expenses any adjustment.
- If you select the Depreciate check box and later clear and reselect it, Oracle Assets takes the skipped depreciation in the last period of the asset's life.
- If you add an asset with excess reserve, the asset becomes fully reserved before the end of its life, and Oracle Assets does not overdepreciate it.
- Oracle Assets uses the retirement convention to determine how much depreciation to take in the year the asset is retired.

12. In the Books window enter the following information.

BOOKS		
Field Name	Comments	Required?
Asset Number	The Asset Number field is protected from update.	Display Only
Reference Number	The Reference Number field is protected from update.	Display Only
Book	From the LOV, choose the Book.	Yes
Amortize Adjustment	Field protected from update.	Display Only
Comments	Optionally enter comments for this asset.	No
Amortize NBV Over Remaining Life.	Leave Unchecked.	No
[]	Not used in DELPHI at this time.	No
Depreciation Area		
Current Cost	Enter the Current Cost of this asset (can be positive, zero, or negative).	Yes
YTD Depreciation	Enter the Year to Date depreciation amount if asset depreciation needs adjustment.	No
Original Cost	Original Cost is automatically entered when you enter the Current Cost.	Display Only
Accumulated Depr	Enter the Accumulated Depreciation for the asset if it has been depreciated in the past. Accumulated Depreciation represents the life to Date Depreciation of the asset.	No
Salvage Value	Enter the Salvage Value of the asset if applicable.	No
Ceiling	The Ceiling field is protected from update.	Display Only
Recoverable Cost	Recoverable Cost is Current Cost less Salvage Value.	Display Only
Revaluation Ceiling	Not used in DELPHI.	No
Net Book Value	Net Book Value is Current Cost less Accumulated Depreciation.	Display Only
Revaluation Reserve	Not used in DELPHI.	No
Method Area		
Method	Defaults from Asset Category. From the LOV,	Yes

	choose the appropriate depreciation method.	
Life Years	Defaults from Asset Category. From the LOV, choose the appropriate Life Years to depreciate this asset.	Yes
Months	Defaults from Asset Category. From the LOV, choose the appropriate number of Months to depreciate this asset.	Yes
Bonus Rule	Bonus Rule lets you increase the annual depreciation expense for Assets using flat rate depreciation methods.	No
Depreciate	If the asset is not a depreciable asset uncheck the Depreciate check box so that the asset will not be depreciated.	Yes
Date in Service	Enter the Date Placed in Service. Oracle Assets automatically enters the date that the asset is added into the system, change this date to the actual date placed in service.	Yes
Prorate Convention	Defaults from Asset Category. From the LOV, choose the Prorate Convention. Oracle Assets uses the Prorate convention to determine how much depreciation to take in the first and last years of the assets life.	Yes
Prorate Date	The Prorate Date is generated based on the Date in Service and the Prorate Convention. Oracle Assets uses the Prorated Date to calculate the Depreciation Expense.	Display Only
Amortization Start Date	The Amortization Start Date field is protected from update when the Amortize NBV Over Remaining Life checkbox is unchecked..	No
Short Fiscal Year	Leave unchecked. This field does not apply for DOT.	No
Conversion Date	Field is protected against update.	Display Only
Original Depr Start Date	Field is protected if Short Fiscal Year is unchecked.	Display Only

13. Select (B) Continue to assign the new asset to an expense account and location.

Assignments

Asset Number **FRA00001** Reference Number

Book **FRA** Transfer Date **31-JUL-2001**

Comments

Distribution Set Unit of Measure

Total Units **1** Units to Assign **1**

— **Employee** —

Unit Change	Units	Name	Number	Expense Account	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

14. In the Assignments window enter the following information.

ASSIGNMENTS		
Field Name	Comments	Required?
Asset Number	The Asset Number field is display only and protected from update.	Display Only
Reference Number	The Reference Number field is protected from update.	Display Only
Book	The Book field defaults from the Books window.	Display Only
Transfer Date	The Transfer Date defaults from the Date in Service entered on the Books form.	Display Only
Comments	Enter comments to explain the assignment.	No
Distribution Set	The Distribution Set drop down list is used to choose a predefined distribution set for an asset. Not used in DELPHI.	No
Unit of Measure	The Unit of Measure field is protected from update.	No
Total Units	The Total Units field defaults from the units entered in Asset Details window.	Display Only
Units to Assign	Oracle Assets displays the number of units available to assign.	Display Only
[]	Descriptive flexfield not used in DELPHI.	No
Unit Change	The number of units that you enter tells the depreciation program what fraction of depreciation expense to charge to that account. (Can be less than 1).	Yes
Units	The Units field displays the number of units assigned to that assignment.	Display Only
Employee Name	The name of the employee the asset is assigned to.	No

	Select from LOV.	
Employee Number	Generated from Employee Name.	No
Expense Account	In the Expense Account field enter the expense account that the asset is to be assigned. With the cursor in the Expense Account field, select LOV and the Alias? window will appear. The Expense Account is used to record depreciation for the asset.	Yes

15. The Alias? Screen will appear. Select Alias from LOV. Select (B) OK. This will cause the AFF screen to appear.

16. In the AFF window, enter the following information and select (B) OK to return to the Assignments window.

AFF (Accounting Flexfield)		
Field Name	Comments	Required?
Fund	From the LOV choose the Fund.	Yes
Budget Year	From the LOV choose the Budget Year.	Yes
BPAC	From the LOV choose the BPAC.	Yes
Organization	From the LOV choose the Organization.	Yes
Object Class	From the LOV choose the Object Class.	Yes
SGL Account	From the LOV choose the SGL Account.	Yes
Future 1 through 4	Enter zeroes for all four Future fields.	Yes

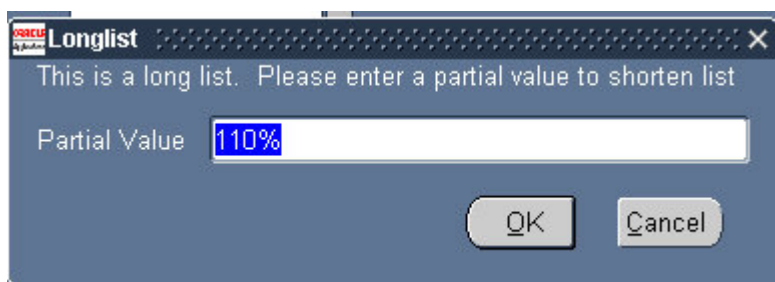
17. In the Assignments window enter the Location field.

ASSIGNMENTS (continued)		
Field Name	Comments	Required?
Location	In the Location field enter the physical location that the asset is to be assigned. With the cursor in the Location field, select LOV and the Location flexfield window will appear.	Yes

18. In the Location Flexfield window enter the following information and select (B) OK to return to the Assignment window.

LOCATION FLEXFIELD

Field Name	Comments	Required?
OA Region	From the LOV choose the OA Region for this asset.	Yes
State	From the LOV choose the State for this asset.	Yes
City	From the LOV choose the City for this asset.	Yes
County	From the LOV choose the County for this asset.	Yes
Facility/Site	From the LOV choose the Facility/Site for this asset.	Yes
Geographic Location Code	From the LOV, optionally choose the Geographic Location Code. To locate a Geographic Location code refer to GSA Location website at http://www.gsa.gov/glc/	No

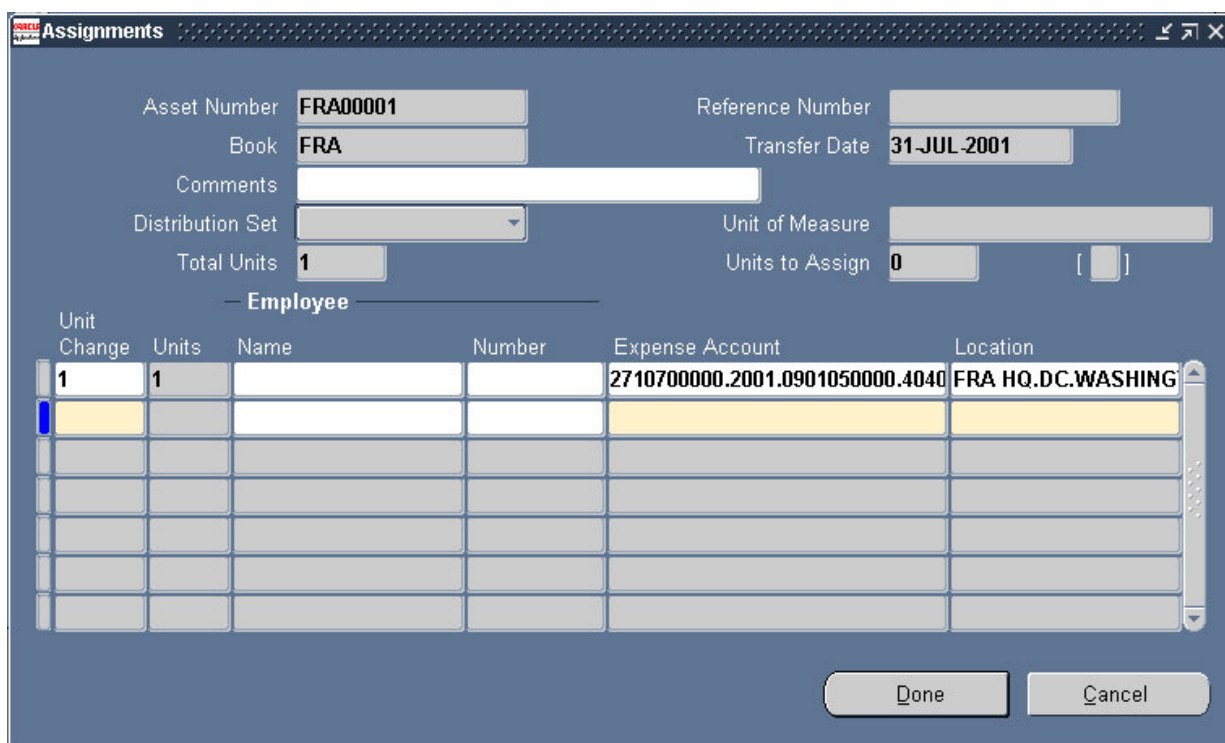


Longlist

This is a long list. Please enter a partial value to shorten list

Partial Value

Note: When entering a field with a long list of values, the Longlist window will appear. In the Longlist window, to narrow the search, enter the first 2 or 3 characters of the search item and then a percent (%) sign and select (B) OK. This will take you to a list of values. Choose a value and select (B) OK. This will return you to the Location Flexfield window. Select (B) OK to return to the Assignments window.



Assignments

Asset Number Reference Number

Book Transfer Date

Comments

Distribution Set Unit of Measure

Total Units Units to Assign []

— Employee —

Unit Change	Units	Name	Number	Expense Account	Location
1	1			2710700000.2001.0901050000.4040	FRA HQ.DC.WASHING

19. In the Assignments window select (B) Done to save your work.



20. In the Note window, make note of the Asset and Reference Numbers and select (B) OK.

Lab 2: Adding a New Building Using Detail Additions

In this lab, you will add a new asset into your book, specifying details associated with this asset category.

Instructions

The Federal Railroad Administration has just purchased an office building. Use Detail Additions to record the purchase of this asset with the following information:

- Manually assign the asset number.
- Use the asset description Office Building.
- Use category:

Category	
Operating Admin	FRA
Account	17306000
Class	32010

- Use Asset Key:

Asset Key	
Book	FRA
Region	HQ
Organization	1100000000

- Leave the Serial Number, Parent Asset, Description, Manufacturer, Model, and Warranty Number fields blank.
- Add the asset to the FRA book with a cost of \$10,000,000.
- Accept the depreciation method default of straight-line 30 years.
- The company wants depreciation expense to be charged to:

Lab 2: Adding a New Building Using Detail Additions

Expense Account	
Fund	2710700000
Budget Year	Current FY
BPAC	0901050000
Organization	4042000000
Object Class	32010
SGL ACCT	67106600
Future 1	0000000000
Future 2	0000000000
Future 3	0000000000
Future 4	0000000000

- The building location is:

Location	
OA Region	FRA HQ
State	DC
City	Washington
County	District of Columbia
Facility/Site	400 7 TH St SW
Geographic Location Code	110010001

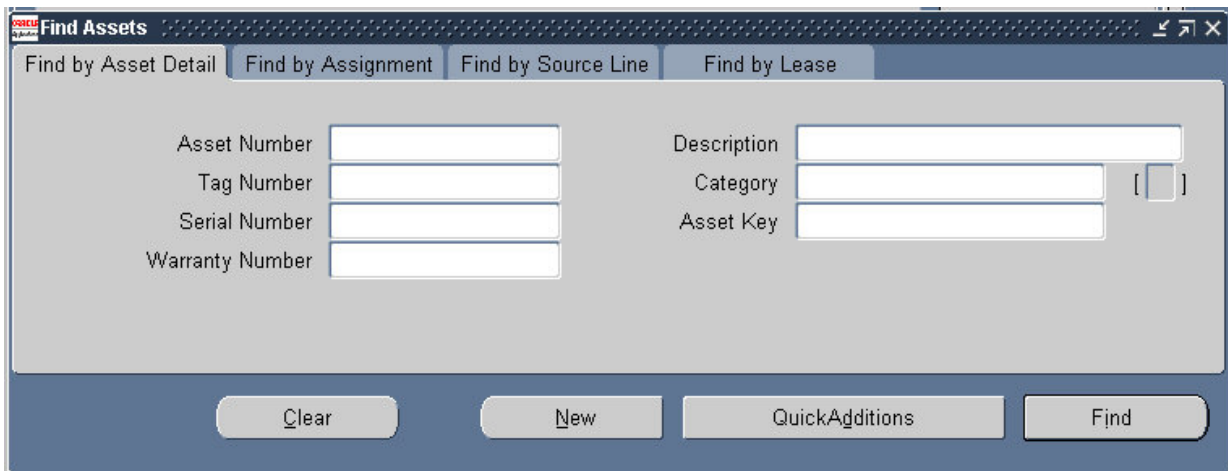
- Save by selecting (B) Done.

Note the asset number assigned _____

Lab 2 Solutions: Adding a New Building Using Detail Additions

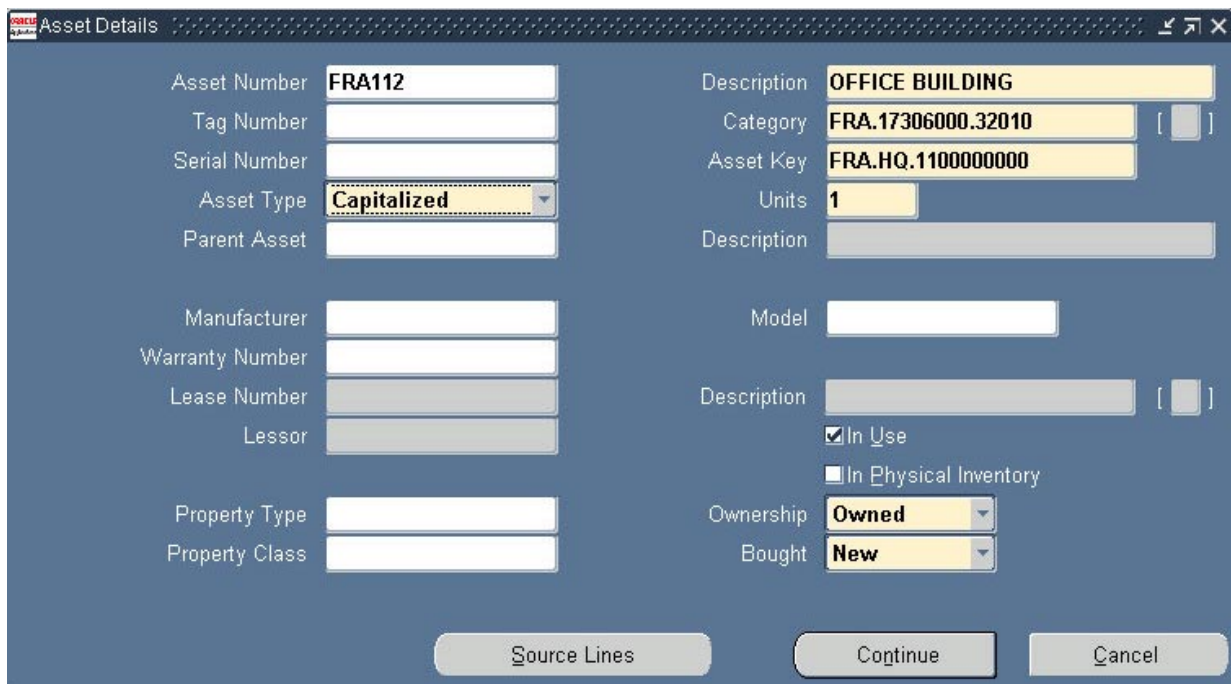
1. Navigate to the Find Assets window.

N → Assets → Asset Workbench



The 'Find Assets' window is a modal dialog with a title bar and standard window controls. It features four tabs: 'Find by Asset Detail' (selected), 'Find by Assignment', 'Find by Source Line', and 'Find by Lease'. The 'Find by Asset Detail' tab contains two columns of input fields. The left column includes 'Asset Number', 'Tag Number', 'Serial Number', and 'Warranty Number'. The right column includes 'Description', 'Category', and 'Asset Key'. At the bottom of the window are four buttons: 'Clear', 'New', 'QuickAdditions', and 'Find'.

2. Select (B) New.



The 'Asset Details' window is a modal dialog with a title bar and standard window controls. It contains two columns of input fields. The left column includes 'Asset Number' (filled with 'FRA112'), 'Tag Number', 'Serial Number', 'Asset Type' (filled with 'Capitalized'), 'Parent Asset', 'Manufacturer', 'Warranty Number', 'Lease Number', 'Lessor', 'Property Type', and 'Property Class'. The right column includes 'Description' (filled with 'OFFICE BUILDING'), 'Category' (filled with 'FRA.17306000.32010'), 'Asset Key' (filled with 'FRA.HQ.1100000000'), 'Units' (filled with '1'), 'Description' (empty), 'Model', 'Description' (empty), 'In Use' (checked checkbox), 'In Physical Inventory' (unchecked checkbox), 'Ownership' (filled with 'Owned'), and 'Bought' (filled with 'New'). At the bottom of the window are three buttons: 'Source Lines', 'Continue', and 'Cancel'.

Lab 2 Solutions: Adding a New Building Using Detail Additions

3. Enter the following information in the respective fields:

Asset Number: FRA plus<*Unique Identifier*>

Description: Office Building

Category:

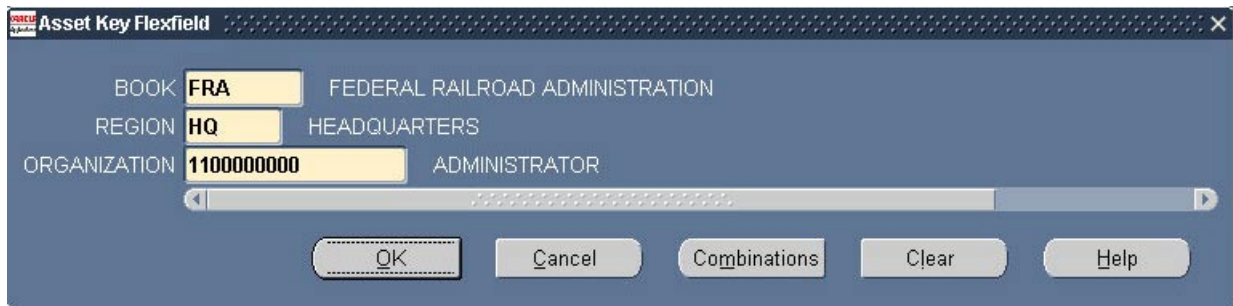
Category	
Operating Admin	FRA
Account	17306000
Class	32010

The screenshot shows the 'Category Flexfield' dialog box. It contains three input fields: 'OPERATING ADMIN' with the value 'FRA', 'ACCOUNT' with the value '17306000', and 'CLASS' with the value '32010'. To the right of each input field is a descriptive text: 'FEDERAL RAILROAD ADMINISTRATION' for FRA, 'EQUIPMENT' for 17306000, and 'BUILDINGS' for 32010. At the bottom of the dialog are five buttons: 'OK', 'Cancel', 'Combinations', 'Clear', and 'Help'.

Asset Key:

Asset Key	
Book	FRA
Region	HQ
Organization	1100000000

Lab 2 Solutions: Adding a New Building Using Detail Additions




The Asset Key Flexfield dialog box is shown. It contains the following fields and values:

Field	Value	Description
BOOK	FRA	FEDERAL RAILROAD ADMINISTRATION
REGION	HQ	HEADQUARTERS
ORGANIZATION	1100000000	ADMINISTRATOR

At the bottom, there are five buttons: OK, Cancel, Combinations, Clear, and Help.

Leave the Serial Number, Parent Asset, Description, Manufacturer, Model, and Warranty Number fields blank.



The Asset Details dialog box is shown. It contains the following fields and values:

Field	Value
Asset Number	FRA112
Tag Number	
Serial Number	
Asset Type	Capitalized
Parent Asset	
Manufacturer	
Warranty Number	
Lease Number	
Lessor	
Property Type	
Property Class	
Description	OFFICE BUILDING
Category	FRA.17306000.32010
Asset Key	FRA.HQ.1100000000
Units	1
Description	
Model	
Description	
In Use	<input checked="" type="checkbox"/>
In Physical Inventory	<input type="checkbox"/>
Ownership	Owned
Bought	New

At the bottom, there are three buttons: Source Lines, Continue, and Cancel.

4. Select (B) Continue.

Lab 2 Solutions: Adding a New Building Using Detail Additions

5. Enter the following information in the respective fields:

Book: FRA

Current Cost: \$10,000,000

Method: STL

Life Years: 30

The screenshot shows the 'Books' window in Oracle Financials. The 'Depreciation' tab is active, displaying the following fields:

Field	Value
Asset Number	FRA112
Book	FRA
Comments	
Current Cost	10,000,000.00
Original Cost	10,000,000.00
Salvage Value	0.00
Recoverable Cost	10,000,000.00
Net Book Value	10,000,000.00
YTD Depreciation	0.00
Accumulated Depr	0.00
Ceiling	
Revaluation Ceiling	
Revaluation Reserve	
Depreciate	<input checked="" type="checkbox"/>
Date in Service	19-JAN-2002
Prorate Convention	FOL MONTH
Prorate Date	01-FEB-2002
Amortization Start Date	
Short Fiscal Year	<input type="checkbox"/>
Conversion Date	
Original Depr Start Date	

The 'Method' tab is also visible, showing the following fields:

Field	Value
Method	STL
Life Years	30
Months	0
Bonus Rule	

6. Select (B) Continue to assign the asset to an expense account and location.

Lab 2 Solutions: Adding a New Building Using Detail Additions

The screenshot shows the 'Assignments' window in Oracle. The top section contains input fields for Asset Number (FRA112), Reference Number, Book (FRA), Transfer Date (19-JAN-2002), Comments, Distribution Set, Unit of Measure, Total Units (1), and Units to Assign (0). Below this is a section titled 'Employee' which contains a table with columns: Unit Change, Units, Name, Number, Expense Account, and Location. The first row of the table is populated with values: Unit Change (1), Units (1), Name (empty), Number (empty), Expense Account (2710700000.2002.0901050000.4042), and Location (FRA HQ.DC.WASHING). The bottom of the window has 'Done' and 'Cancel' buttons.

Unit Change	Units	Name	Number	Expense Account	Location
1	1			2710700000.2002.0901050000.4042	FRA HQ.DC.WASHING

7. Enter the following information in the respective fields:

Unit Change: 1

Expense Account:

Expense Account	
Fund	2710700000
Budget Year	Current FY
BPAC	0901050000
Organization	4042000000
Object Class	32010
SGL ACCT	67106600
Future 1	0000000000
Future 2	0000000000
Future 3	0000000000
Future 4	0000000000

Lab 2 Solutions: Adding a New Building Using Detail Additions

FUND 2710700000 SAFETY AND OPERATIONS, FRA, FY-01, DIRECT

BUDGET YEAR 2002 BY 2002

BPAC 0901050000 SAL EXP ADMINISTRATION FINANCE

ORGANIZATION 4042000000 ACCOUNTING SYSTEMS STAFF

OBJECT CLASS 32010 BUILDINGS LAND & STRUCTURES BUILDING

SGL ACCOUNT 67106600 N,P - DEPRECIATION, AMORTIZATION, AND DEPLETION

FUTURE 1 0000000000 NOT APPLICABLE

FUTURE 2 0000000000 NOT APPLICABLE

FUTURE 3 0000000000 NOT APPLICABLE

FUTURE 4 0000000000 NOT APPLICABLE

OK Cancel Combinations Clear Help

Location:

Location	
OA Region	FRA HQ
State	DC
City	Washington
County	District of Columbia
Facility/Site	400 7 TH St SW
Geographic Location Code	110010001

Lab 2 Solutions: Adding a New Building Using Detail Additions

Location Flexfield

OA REGION **FRA HQ** HEADQUARTERS
STATE **DC** DISTRICT OF COLUMBIA
CITY **WASHINGTON**
COUNTY **DISTRICT OF COLUMBIA**
FACILITY/SITE **400 7TH ST SW** FEDERAL RAILROAD ADMINIST
GEOGRAPHIC LOCATION CODE **110010001** DC, WASHINGTON, DISTRICT OF COLUMBIA

OK Cancel Combinations Clear Help

Assignments

Asset Number **FRA112** Reference Number
Book **FRA** Transfer Date **19-JAN-2002**
Comments
Distribution Set Unit of Measure
Total Units **1** Units to Assign **0** []

— **Employee**

Unit Change	Units	Name	Number	Expense Account	Location
1	1			2710700000.2002.0901050000.4042	FRA HQ.DC.WASHING

Done Cancel

8. Select (B) Done.

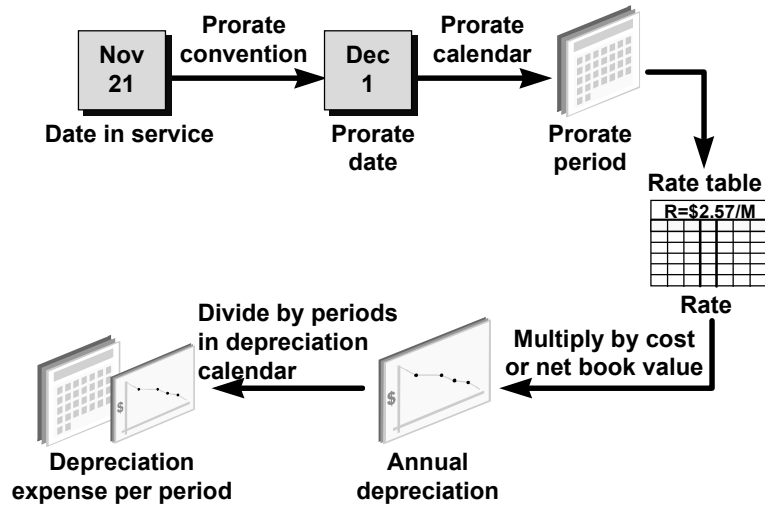
Lab 2 Solutions: Adding a New Building Using Detail Additions



9. Note the asset number _____ and select (B) OK.

Specifying Date Placed in Service of an Asset

Specifying Date Placed in Service



Date Placed in Service

The date placed in service is in the current or a prior period.

Override the default if necessary. The following table shows how to determine the default value:

If the System Date Is...	The Default Date Placed in Service Is...
In the current open period	The calendar date you enter the asset
Before the current open period	The first day of the open period
After the current open period	The last day of the open period

Recording Asset Additions

Recording Asset Additions Asset Additions Journal Entries

- **Scenario**
 - A new asset is purchased for \$1000 in Year 1, Quarter 1. The depreciation method is straight-line, and the life of the asset is five years.
 - **Journal Entry to Add an Asset:**

Asset cost	1,000	
Asset clearing		1,000

- **Depreciation Entry for Year 1, Quarter 1:**

Depreciation expense	50	
Accumulated depreciation		50

Asset Additions Journal Entries

The graphic shows the journal entries for adding and depreciating an asset.

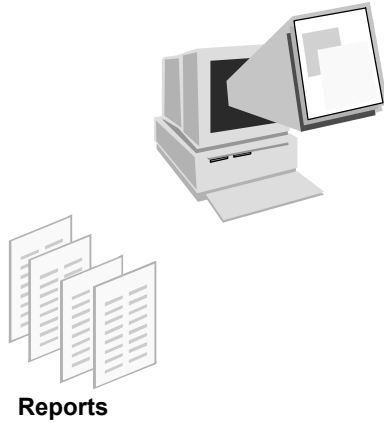
If you are not using Oracle Payables, either the payables system must clear the clearing account or you manually clear it by entering the same amount for the cost and clearing accounts so that the journal entries net to zero.

The DELPHI Controller runs the depreciation program to close the book at the end of the accounting period. Then uses the Create Journal Entries program to prepare journal entries for the transaction(s) during that period.

Note: The concurrent manager runs the concurrent processes in the background.

Listing Asset Addition Reports

Using Reports



Running Useful Reports

View or print the following reports after adding assets manually. See “Listing of Oracle Assets Reports” for report details.

- Additions by Source Report
- Annual Additions Report
- Asset Additions by Cost Center Report
- Asset Additions Report
- Asset Additions Responsibility Report

Summary

You should now be able to do the following:

- Use QuickAdditions to add an asset by accepting defaults
- Use Detail Additions to add an asset by specifying details

Adding Assets Manually

- Use QuickAdditions for assets accepting default depreciation rules.
- Use Detail Additions for assets with a salvage value, more than one segment and source line, and no default depreciation rules; subcomponent and leased assets; and leasehold improvements.
- Verify asset information by entering and viewing reports on descriptive, financial, assignment, and purchasing information.

Adding Assets from Invoice Lines

Chapter 3

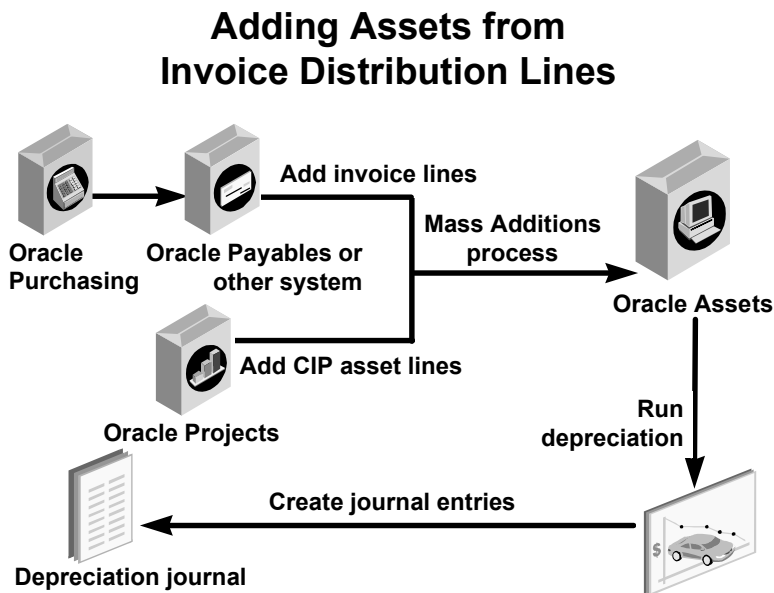
Adding Assets from Invoice Lines

Section Objectives

At the end of this section, you should be able to:

- Add assets from invoice distribution lines in Oracle Payables by using the Mass Additions process
- Prepare mass addition lines to become assets and cost adjustments
- Merge and split several mass additions
- Post mass additions to generate assets and cost adjustments
- Delete unnecessary mass addition lines

Overview



Adding Assets from Invoice Lines

- You automatically add assets and cost adjustments directly into Oracle Assets from external sources by using the Mass Additions process, the most common method for entering asset information. External sources may be invoice information in Oracle Payables or other payables system. This decreases data entry and helps avoid errors and information loss that can occur during manual reentry.
- You enter purchase orders in Oracle Purchasing, and receive invoices in Oracle Payables.
- You then use Mass Additions to create assets from one or more invoice distribution lines in Oracle Payables.
- Because Oracle Assets is already integrated with Oracle Payables, you can easily integrate it with other payables systems.

Overview

- You use the same interface to convert data from a previous assets system.

Using Create Mass Additions

Creating Mass Additions

The Oracle Assets Create Mass Additions process and sends valid invoice distributions from Payables to the interface table called FA_MASS_ADDITIONS. Use the Prepare Mass Additions form to review the information before creating assets from the invoice lines.

Entering Units in Purchasing

If you enter a purchase order in Purchasing with multiple units and match it completely to an invoice in Payables, the Create Mass Additions process uses the number of units specified by the original purchase order for the mass addition line. If you enter an invoice directly into Payables without matching it to a purchase order, the default will be one unit.

Entering Invoices in Payables

When you want to import invoice lines from a new invoice entered in Payables, you must charge the distribution to a clearing account that is already assigned to an asset category. The line amount can be either positive or negative.

Entering Information in the Description Field

Any additional information entered in the Description field in the Invoices Summary window in Payables appears in the Description field in the Mass Additions form in Oracle Assets. The description Discount appears for any imported discount line distributions.

After you approve and post the invoice in Payables, run Create Mass Additions to send valid invoice line distributions to Oracle Assets.

Using Create Mass Additions

Using the Mass Additions Process

You use the Mass Additions process to add new assets or cost adjustments from other systems without reentering data.

Mass Additions Process		
Step	Action	Process
1	Create	Run Create Mass Additions from Oracle Payables to copy invoice distribution lines representing potential assets into the FA_MASS_ADDITIONS interface table in Oracle Assets. From Oracle Projects, run the Interface Assets process.
2	Prepare	Use Prepare Mass Additions to enter additional information for a mass addition, to add a mass addition to an existing asset as a cost adjustment or to split a multiple-unit mass addition. Use Merge Mass Additions to combine several mass addition lines. Note: This step must be performed before you can post mass additions.
3	Post	Run Post Mass Additions to create assets and cost adjustments from the mass additions. This process imports asset information from the FA_MASS_ADDITIONS table into several other Oracle Assets tables.
4	Delete	Run Delete Mass Additions to remove unnecessary mass addition lines from the holding area (the FA_MASS_ADDITIONS interface table).

Importing Invoice Lines

Importing Asset Invoice Lines

- Charge invoice lines to an asset account.
- Set up the account as Asset Clearing or CIP Clearing.
- Select Track As Asset check box.
- Approve invoice.
- Post invoice line from Payables to Oracle General Ledger.

Discussing Conditions to Import Asset Invoice Lines

For the Mass Additions Create process to import an invoice line distribution to Oracle Assets, these conditions must be met:

- The line is charged to an account set up as an asset account
- The account is set up for an existing asset category as either asset or CIP cost or clearing account
- The Track As Asset check box is selected. (It is selected automatically if the account is an Asset account.)
- The invoice is approved.
- The invoice line distribution is transferred to Oracle General Ledger from Payables.
- The general ledger date on the invoice line distribution is on or before the date that you specify for the create program.
- Your installation of Payables is tied to the same general ledger set of books as the corporate book for which you want to create mass additions.

Preparing Mass Additions to Become Assets

Preparing Mass Additions Lines to Become Assets

- Enter additional mass addition source, descriptive, and depreciation information in the Mass Additions form.
- Assign the mass addition to one or more distributions, or change existing distributions in the Assignments window.
- Adjust the cost of a mass addition.
- Merge a mass addition into another mass addition.
- Split a multiple-unit mass addition into several single-unit mass additions.

Adding Mass Additions Lines to Existing Assets

- Add a mass addition line to an existing asset as a cost adjustment.
- Choose whether to change the category and description of the existing asset to those of the mass addition.

Marking Unwanted Mass Additions for Deletion

- If a mass addition line should not become an asset, assign it to the Delete queue.
- Generate the Mass Additions Status Report.

Preparing Mass Additions to Become Assets

Assigning a Mass Addition Queue

Assign a mass addition to a queue to specify whether it is ready for posting.

Queue Name	Definition	Set by	Ready for Posting
NEW	New mass addition line is created but not yet reviewed or updated	Mass Additions Create program	No
ON HOLD and user-defined hold queues	A mass addition that is not ready for posting; waiting for more information to be specified A new single unit line created by a split has this status	You or Oracle Assets	No
SPLIT	A multiple-unit mass addition line already split into multiple lines (a split parent)	Oracle Assets	Cannot be posted
MERGED	A mass addition line already merged into another line (a merged child)	Oracle Assets	Cannot be posted
COST ADJUSTMENT	A mass addition line ready to be added to an existing asset	Oracle Assets	Yes
POST	A mass addition line ready to become an asset	You	Yes
POSTED	A mass addition line that has already been posted and is now an asset	Mass Additions Post program	Cannot be posted
DELETE	A mass addition line to be deleted	You	Cannot be posted

Preparing Mass Additions to Become Assets

- The asset type of a mass addition is Expensed if you charged it to an expense account in Oracle Payables and selected the Track As Asset check box.
- If you change the cost of a mass addition, the adjustment amount will be charged to the clearing account for the category. The original amount clears from the payables clearing account that was specified in the Mass Additions workbench.
- Oracle Assets creates no journal entries for deleted mass additions and does not clear the asset clearing accounts credited to accounts payable. You must clear the accounts by either reversing the invoice in your payables system or creating manual journal entries in general ledger.

Preparing Mass Additions to Become Assets

Find Mass Additions

Oracle Assets

N → Mass Additions → Prepare Mass Additions

Find Mass Additions

Find Mass Additions

Book **FRA** Queue **NEW**

Transaction Date Transaction Type

Invoice Number Line Number

Description Asset Key

Asset Number Category

Supplier Name Supplier Number

PO Number Source Batch

Project Number Task Number

Create Batch Create Date

Source System Invoice Date

Comments []

Employee Name Employee Number

Expense Account Location

Clear New Capitalize Adjust Find

How to Prepare Mass Additions to Become Assets

1. In the Find Mass Additions window all fields are optional. If you want to find mass additions by Invoice Number, PO Number, or Supplier Number, your search criteria must match exactly.

FIND MASS ADDITIONS		
Field Name	Comments	Required?
Book	From the LOV choose the Book to define the search criteria.	No
Queue	From the LOV choose the queue name.	No
Transaction Date	The date on which the transaction occurred.	No
Transaction Type	The kind of action performed on an asset.	No
Invoice Number	If you want to find mass additions by Invoice Number,	No

	your search criteria must match exactly.	
Line Number	Enter the Line Number of the mass additions that you are searching for.	No
Description	Enter the exact Description of the mass additions that you are searching for.	No
Asset Key	To search by Asset Key, place cursor in the Asset Key field and select LOV and the Asset Key Flexfield window will appear.	No

2. In the Asset Key Flexfield window to search by asset key, enter the following information and select (B) OK to return to the Find Mass Additions window.

ASSET KEY FLEXFIELD		
Field Name	Comments	Required?
Book	From the LOV choose the Book for the Mass Additions.	Yes
Region	From the LOV choose the Region for the Mass Additions.	Yes
Organization	From the LOV choose the Organization for the Mass Additions.	Yes

3. In the Find Mass Additions window, enter the Asset Number and Category fields to narrow the search.

FIND MASS ADDITIONS (continued)		
Field Name	Comments	Required?
Asset Number	Enter the Asset Number if it is known.	No
Category	To search by Category, place cursor in the Category field and select LOV and the Category Flexfield window will appear.	No

4. In the Category Flexfield window, enter the following information and select (B) OK to return to the Find Mass Additions window.

CATEGORY FLEXFIELD		
Field Name	Comments	Required?

Operating Admin	From the LOV choose the Operating Administration for the Mass Additions.	Yes
Account	From the LOV choose the Account for the Mass Additions.	Yes
Class	From the LOV choose the Class for the Mass Additions.	Yes

5. In the Find Mass Additions window only enter the following information to narrow the search.

FIND MASS ADDITIONS (continued)		
Field Name	Comments	Required?
Supplier Name	Enter the Supplier Name to narrow the search criteria.	No
Supplier Number	Enter the Supplier Number if you want to find mass additions by Supplier Number, your search criteria must match exactly.	No
PO Number	Enter the PO Number if you want to find mass additions by PO Number, your search criteria must match exactly.	No
Source Batch	Enter the Source Batch if you want to search by Source Batch.	No
Project Number	Enter the Project Number if the Mass Additions came from Projects and you want to search by the Project Number.	No
Task Number	Enter the Task Number for the Project if you want to search by Task Number.	No
Create Batch	Enter the Create Batch to set your search by the Create Batch.	No
Create Date	Enter the Create Date to set you search by the Create	No

	Date.	
Source System	You can specify the Source System to set search criteria.	No
Invoice Date	Enter the Invoice Date to narrow the search criteria by Invoice Date.	No
Comments	This field is optional.	No
[]	Not used in DELPHI.	No
Employee Name	Enter the name of the employee the asset is assigned to.	No
Employee Number	Generated from Employee Name if employee name is entered.	No
Expense Account	To search by Expense Account, place cursor in the Expense Account field and select LOV and the Alias? window will appear.	No

The image shows a software dialog box titled "Expense Account". It has a text input field labeled "ALIAS?" containing the text "RAD-40". To the right of this field, the text "FINANCIAL SERVICES" is displayed. Below the input field is a horizontal scrollbar. At the bottom right of the dialog are four buttons: "OK", "Cancel", "Clear", and "Help".

6. Select (B) OK.

The image shows a more detailed "Expense Account" dialog box. It contains several fields with values and descriptions:

- FUND: 2710700000 SAFETY AND OPERATIONS, FRA, FY-01, DIRECT
- BUDGET YEAR: 2001 BY 2001
- BPAC: 0901050000 SAL EXP ADMINISTRATION FINANCE
- ORGANIZATION: 4040000000 FINANCIAL SERVICES, OFFICE OF
- OBJECT CLASS: 31460 ADP EQUIPMENT-CAPTLZDEQUIPMENT ADP EQP-C AUD VIS/REPROD EQ-CAPEQUIPM
- SGL ACCOUNT: 67106600 N,P - DEPRECIATION, AMORTIZATION, AND DEPLETION
- FUTURE 1: 0000000000 NOT APPLICABLE
- FUTURE 2: 0000000000 NOT APPLICABLE
- FUTURE 3: 0000000000 NOT APPLICABLE
- FUTURE 4: 0000000000 NOT APPLICABLE

At the bottom are five buttons: "OK", "Cancel", "Combinations", "Clear", and "Help".

7. In the Expense Account Flexfield, enter the following information and select (B) OK to return to the Find Mass Additions window.

EXPENSE ACCOUNT		
Field Name	Comments	Required?
Fund	From the LOV choose the Fund.	Yes
Budget Year	From the LOV choose the Budget Year.	Yes
BPAC	From the LOV choose the BPAC.	Yes

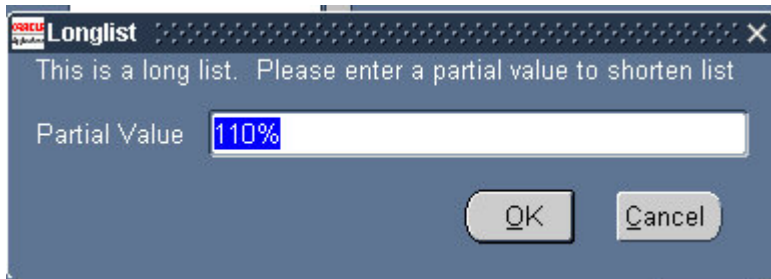
Organization	From the LOV choose the Organization.	Yes
Object Class	From the LOV choose the Object Class.	Yes
SGL Account	From the LOV choose the SGL Account.	Yes
Future 1 through 4	Enter zeroes for all four Future fields.	Yes

8. Complete the Find Mass Additions window by entering the Location field to narrow search criteria by location.

9. In the Location Flexfield window, enter the following information and select (B) OK to return to the Find Mass Additions window.

LOCATION FLEXFIELD

Field Name	Comments	Required?
OA Region	From the LOV choose the OA Region.	Yes
State	From the LOV choose the State.	Yes
City	From the LOV choose the City.	Yes
County	From the LOV choose the County.	Yes
Facility/Site	From the LOV choose the Facility/Site.	Yes
Geographic Location Code	From the LOV optionally choose the Geographic Location Code. To locate a Geographic Location Code refer to GSA Location website at http://www.gsa.gov/glc .	No

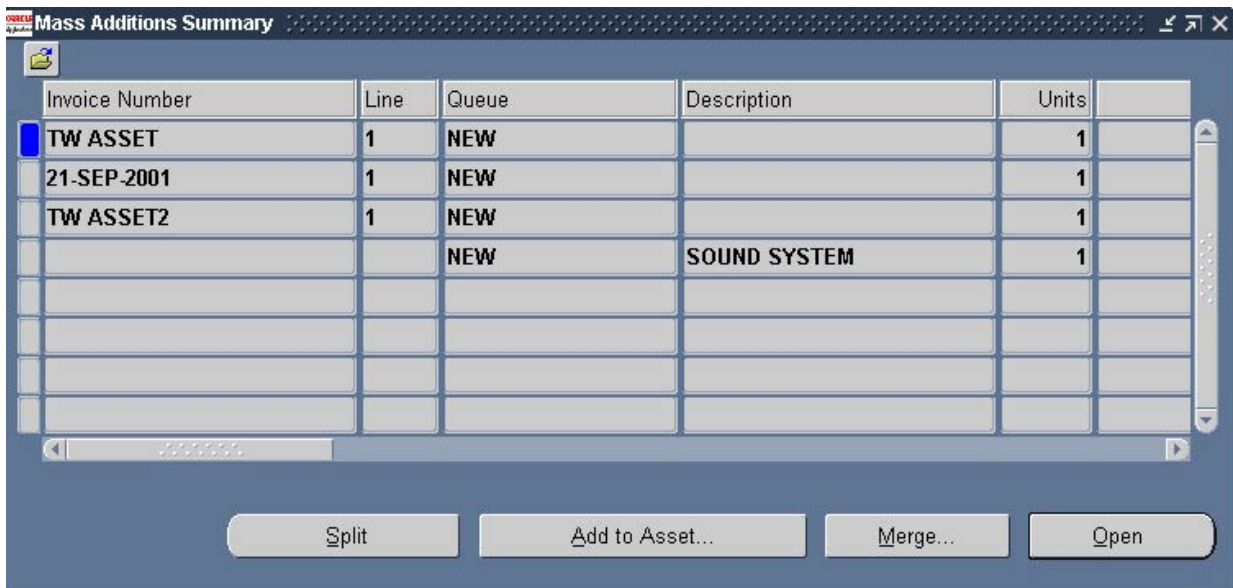


The Longlist dialog box is titled "Longlist" and contains the text "This is a long list. Please enter a partial value to shorten list". Below this text is a text field labeled "Partial Value" containing the text "110%". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Note that when entering a field with a long list of values the Longlist window will appear. In the Longlist window, place cursor in the Partial Value field and enter the first 2 or 3 characters of the item you are searching for and then a %. Select (B) OK. This will bring you to a List of Values, choose a value and select (B) OK. You will then be taken back to the original flexfield window. Select (B) OK to return to the Find Mass Additions window.

10. Select (B) Find.

Mass Additions Summary



The Mass Additions Summary window displays a table with the following data:

Invoice Number	Line	Queue	Description	Units
TW ASSET	1	NEW		1
21-SEP-2001	1	NEW		1
TW ASSET2	1	NEW		1
		NEW	SOUND SYSTEM	1

At the bottom of the window are four buttons: "Split", "Add to Asset...", "Merge...", and "Open".

11. In the Mass Additions Summary window, choose the Mass Addition line you want to review and use the scrollbar to view the entire line.

Note: This is a folder form. The grid below describes the columns that default in. Columns may be changed, added, or deleted to meet the needs of the user.

MASS ADDITIONS SUMMARY		
Field Name	Comments	Required?
Invoice Number	The Invoice Number defaults from the invoice that was entered into payables.	Display Only
Line	The Line field defaults from the number of invoice lines in Oracle Payables. Each valid invoice line in Oracle Payables becomes a single mass addition line.	Display Only
Queue	The Queue field displays the queue. For a newly created mass addition that you have not yet reviewed the queue name is NEW. The ON HOLD queue name is for a mass addition that Oracle Assets cannot post because it is missing some information, you can optionally assign assets to this status. The SPLIT queue name is for a mass addition that you split. The MERGED queue is for a mass addition that you merged into another one using the Merge Mass Additions Form. The COST ADJUSTMENT queue is for a mass addition that is ready to add to an existing asset. The POST queue is for a mass addition that is ready to become an asset. The POSTED queue is for a mass addition that you have posted using the Post Mass Additions process. The DELETE queue is for a mass addition that should not become an asset.	Display Only
Description	The Description field displays the description of the asset.	Display Only
Units	This field displays the number of units purchased on this invoice.	Display Only
<i>Use Horizontal Scroll Bar To View</i>		
Cost	The Cost field displays the cost of the invoice line.	Display Only
Category	The Category field displays the Operating Administration, Account and Class for the invoice line item.	Display Only
Supplier Name	The Supplier Name field displays the supplier name that supplied the items on the invoice.	Display Only
Supplier Number	The Supplier Number field displays the number of the supplier that supplied the items on the invoice.	Display Only
PO Number	The PO Number field displays the Purchase Order number that was used to approve the purchase of the mass addition.	Display Only
Create Batch	Oracle Payables assigns a unique batch number each time the Create Mass Additions for Oracle Assets is ran.	Display Only
Create Date	Oracle Assets displays the date when the create process created the mass addition.	Display Only
Source System	The Source System displays the system that the invoice came from.	Display Only
Invoice Date	This field displays the date of the invoice.	Display Only

Clearing Account	This field displays the clearing account for this invoice that is used for creating the credit side of the transaction.	Display Only
Asset Type	When the AP asset account is an asset clearing account, the asset type defaults to CAPITALIZED. When the AP asset account is an expense account, the asset type defaults to EXPENSED.	Display Only
In Physical Inventory	If the Asset is In Physical Inventory this box is checked.	Display Only
Book	This field displays the Book that was entered when the Create Mass Additions ran in Oracle Payables.	Display Only
Depreciate	If the asset is a depreciable asset the Depreciate check box is checked.	Display Only
Date in Service	This is the date the asset was placed in service.	Display Only
<i>The Following Fields Are Optional Field Displays</i>		
Employee Name	The Employee Name field displays the name of the employee that the asset is assigned.	Display Only
Employee Number	The Employee Number field displays the number of the employee that the asset is assigned.	Display Only
Expense Account	The Expense Account field displays the Fund, Budget Year, BPAC, Organization, Object Class, SGL Account and Future accounts that will be used to charge depreciation.	Display Only
Location	The Location field displays the OA Region, State, City, County, Facility/Site and Geographic Location Code that the asset is assigned to.	Display Only
Source Batch	The Source Batch field displays the source batch for the invoice.	Display Only
Project Number	The Project Number field displays the project number if the asset came from projects.	Display Only
Task Number	The Task Number field displays the task number for the project if the asset came from projects.	Display Only
Comments	This field displays comments entered in payables.	Display Only
Asset Number	This field displays an Asset Number if one was assigned to the mass addition.	Display Only
Asset Key	This field displays the Book, Region and Organization for this invoice. The Asset Key allows you to group or identify groups of assets and has no financial impact.	Display Only
Tag Number	This field displays the Tag Number if applicable.	Display Only
Serial Number	This field displays the Serial Number if applicable.	Display Only
Manufacturer	This field displays the Manufacturer name if applicable.	Display Only
Model	This field displays the Model if applicable.	Display Only
Parent Asset	This field displays the Parent Asset number if the asset is a subcomponent unit of another asset.	Display Only
Parent Asset Description	This field displays the description of the Parent Asset if applicable.	Display Only
Merge Parent check box	This field displays whether to merge the parent asset.	Display Only

12. After reviewing the mass addition line select (B) Open.

Mass Additions

Book **FRA** Queue **NEW**

Transaction Type Transaction Date

Invoice Number **TW ASSET** Line Number **1**

Category

Employee Name Employee Number

Expense Account Location

Date in Service **31-JUL-2001** ☒ Depreciate Cost **500.00**

Source Asset Details

Supplier Name **1120 VERMONT AVE ASSOC** Supplier Number **FRA521148526**

PO Number Source Batch

Project Number Task Number

Create Batch **434791** Create Date **21-SEP-2001**

Source System **ORACLE PAYABLES** Invoice Date **21-SEP-2001**

Clearing Account **2710700000.2001.0903000000.90300000**

Comments

Project Details... Assignments... Cancel Done

13. In the Mass Additions window, enter the following information.

MASS ADDITIONS		
Field Name	Comments	Required?
Book	Asset Book Name	Display Only
Queue	The Queue field displays the queue name of NEW for newly created mass additions that have not been reviewed. From LOV change Queue to DELETE if this record should not be an asset, ON HOLD if you need more information, or POST if it is ready to Post.	Yes
Transaction Type	Field protected against update.	Display Only
Transaction Date	Field protected against update.	Display Only
Invoice Number	The Invoice Number defaults from the invoice selected in the Mass Additions Summary window.	Display Only
Line Number	This field displays the Line Number of the invoice.	Display Only
Category	Enter an asset category for the mass addition. Place cursor in the Category field and select LOV and the Category Flexfield window will appear.	Yes

Category Flexfield

OPERATING ADMIN **FRA** FEDERAL RAILROAD ADMINISTRATION

ACCOUNT **17506000** EQUIPMENT

CLASS **31460** ADP EQUIPMENT CAPITALIZED

OK Cancel Combinations Clear Help

14. In the Category Flexfield window, enter the following information and select (B) OK to return to Mass Additions window.

CATEGORY FLEXFIELD		
Field Name	Comments	Required?
Operating Admin	From the LOV choose the Operating Administration for this Mass Additions.	Yes
Account	From the LOV choose the Account for this Mass Additions.	Yes
Class	From the LOV choose the Class for this Mass Additions.	Yes

Mass Additions

Book **FRA** Queue **NEW**

Transaction Type Transaction Date

Invoice Number **TW ASSET** Line Number **1** []

Category **FRA.17506000.31460**

Employee Name Employee Number

Expense Account Location

Date in Service **31-JUL-2001** ☒ Depreciate Cost **500.00**

Source Asset Details

Supplier Name **1120 VERMONT AVE ASSOC** Supplier Number **FRA521148526**

PO Number Source Batch

Project Number Task Number

Create Batch **434791** Create Date **21-SEP-2001**

Source System **ORACLE PAYABLES** Invoice Date **21-SEP-2001**

Clearing Account **2710700000.2001.0903000000.90300000**

Comments

Project Details... Assignments... Cancel Done

15. In the Mass Additions window, enter the following information.

Note: If Asset is assigned to more than one employee, expense account or location, enter this information on the Assignments form.

MASS ADDITIONS (continued)		
Field Name	Comments	Required?
Employee Name	Enter the name of the employee that the asset is assigned to.	No
Employee Number	Generated from employee name, if entered.	No
Expense Account	Enter the Expense Account for this mass addition. Place cursor in the Expense Account field and select LOV and the Expense Account Alias? window will appear. The system uses this field when recording depreciation for this asset.	Yes

The screenshot shows the 'Expense Account' window. At the top, it says 'Expense Account'. Below that, there is a field labeled 'ALIAS?' with the value 'RAD-40' entered. To the right of this field, it says 'FINANCIAL SERVICES'. Below these fields is a horizontal scrollbar. At the bottom right, there are four buttons: 'OK', 'Cancel', 'Clear', and 'Help'.

16. Select an Alias from the LOV and select (B) OK to bring up the Expense Account window.

The screenshot shows the 'Expense Account' window with various fields filled in. The fields and their values are: FUND (2710700000), BUDGET YEAR (2001), BPAC (0901050000), ORGANIZATION (4040000000), OBJECT CLASS (31460), and SGL ACCOUNT (67106600). To the right of these fields, there are descriptions: 'SAFETY AND OPERATIONS, FRA, FY-01, DIRECT', 'BY 2001', 'SAL EXP ADMINISTRATION FINANCE', 'FINANCIAL SERVICES, OFFICE OF', 'ADP EQUIPMENT-CAPTLZDEQUIPMENT ADP EQP-C AUD VIS/REPROD EQ-CAPEQUIPM', and 'N,P - DEPRECIATION, AMORTIZATION, AND DEPLETION'. Below these fields are four 'FUTURE' fields, all with the value '0000000000' and the description 'NOT APPLICABLE'. At the bottom right, there are five buttons: 'OK', 'Cancel', 'Combinations', 'Clear', and 'Help'.

17. In the Expense Account window, enter the following and select (B) OK to return to the Mass Additions window.

EXPENSE ACCOUNT		
Field Name	Comments	Required?
Fund	From the LOV choose the Fund.	Yes

Budget Year	From the LOV choose the Budget Year.	Yes
BPAC	From the LOV choose the BPAC.	Yes
Organization	From the LOV choose the Organization.	Yes
Object Class	From the LOV choose the Object Class.	Yes
SGL Account	From the LOV choose the Depreciation Expense SGL Account.	Yes
Future 1 through 4	Enter zeroes for all four Future fields.	Yes

Mass Additions

Book **FRA** Queue **NEW**

Transaction Type Transaction Date

Invoice Number **TW ASSET** Line Number **1**

Category **FRA.17506000.31460**

Employee Name Employee Number

Expense Account **2710700000.2001.0901050000.40400000** Location

Date in Service **31-JUL-2001** ☒ Depreciate Cost **500.00**

Source Asset Details

Supplier Name **1120 VERMONT AVE ASSOC** Supplier Number **FRA521148526**

PO Number Source Batch

Project Number Task Number

Create Batch **434791** Create Date **21-SEP-2001**

Source System **ORACLE PAYABLES** Invoice Date **21-SEP-2001**

Clearing Account **2710700000.2001.0903000000.90300000**

Comments

Project Details... Assignments... Cancel Done

18. In the Mass Additions window, enter the Location.

MASS ADDITIONS (continued)		
Field Name	Comments	Required?
Location	Enter the Location for this mass addition. Place cursor in the Location field and select LOV and the Location Flexfield window will appear.	Yes

The screenshot shows the 'Location Flexfield' window with the following data entered:

OA REGION	FRA HQ	HEADQUARTERS
STATE	DC	DISTRICT OF COLUMBIA
CITY	WASHINGTON	
COUNTY	DISTRICT OF COLUMBIA	
FACILITY/SITE	400 7TH ST SW	FEDERAL RAILROAD ADMINIST
GEOGRAPHIC LOCATION CODE	110010001	DC, WASHINGTON, DISTRICT OF COLUMBIA

At the bottom, there are buttons for OK, Cancel, Combinations, Clear, and Help.

19. In the Location Flexfield window, enter the following information and select (B) OK to return to the Mass Additions window.

LOCATION FLEXFIELD		
Field Name	Comments	Required?
OA Region	From the LOV choose the OA Region.	Yes
State	From the LOV choose the State.	Yes
City	From the LOV choose the City.	Yes
County	From the LOV choose the County.	Yes
Facility/Site	From the LOV choose the Facility/Site.	Yes
Geographic Location Code	From the LOV choose the Geographic Location Code. To locate a Geographic Location Code refer to GSA Location website at http://www.gsa.gov/glc .	No

Mass Additions

Book	FRA	Queue	NEW
Transaction Type		Transaction Date	
Invoice Number	TW ASSET	Line Number	1
Category	FRA.17506000.31460		
Employee Name		Employee Number	
Expense Account	2710700000.2001.0901050000.40400000	Location	FRA HQ.DC.WASHING
Date in Service	31-JUL-2001	Cost	500.00
	<input checked="" type="checkbox"/> Depreciate		

Source Asset Details

Supplier Name	1120 VERMONT AVE ASSOC	Supplier Number	FRA521148526
PO Number		Source Batch	
Project Number		Task Number	
Create Batch	434791	Create Date	21-SEP-2001
Source System	ORACLE PAYABLES	Invoice Date	21-SEP-2001
Clearing Account	2710700000.2001.0903000000.90300000		
Comments			

Project Details... Assignments... Cancel Done

MASS ADDITIONS (continued)		
Field Name	Comments	Required?
Date In Service	Enter the date the asset was placed in service.	Yes
Depreciate	Check if the asset should be depreciated. Uncheck if the asset should not be depreciated.	Yes
Cost	Enter the cost of the asset.	Yes

Mass Additions

Book: **FRA** Queue: **NEW**

Transaction Type: Transaction Date:

Invoice Number: **TW ASSET** Line Number: **1**

Category: **FRA.17506000.31460**

Employee Name: Employee Number:

Expense Account: **2710700000.2001.0901050000.40400000** Location: **FRA HQ.DC.WASHING**

Date in Service: **29-JUL-2001** ☒ Depreciate Cost: **500.00**

Source | **Asset Details**

Supplier Name: **1120 VERMONT AVE ASSOC** Supplier Number: **FRA521148526**

PO Number: Source Batch:

Project Number: Task Number:

Create Batch: **434791** Create Date: **21-SEP-2001**

Source System: **ORACLE PAYABLES** Invoice Date: **21-SEP-2001**

Clearing Account: **2710700000.2001.0903000000.90300000**

Comments:

Project Details... Assignments... Cancel Done

20. In the Mass Additions window, select the Source tab and review the following information.

Source Tab

MASS ADDITIONS		
Field Name	Comments	Required?
Source TAB		
Supplier Name	The Supplier Name field is default only and is protected from update.	Display Only
Supplier Number	The Supplier Number field is default only and is protected from update.	Display Only
PO Number	If applicable, the PO Number field displays the Purchase Order number that was used to approve the purchase of the mass addition. This field is an optional field.	No
Source Batch	The Source Batch field displays the source batch for the invoice and is protected from update.	Display Only
Project Number	The Project Number field displays the project number if the asset came from projects and is protected from update.	Display Only
Task Number	The Task Number field displays the task number for the project if the asset came from projects and is protected from update.	Display Only
Create Batch	Oracle Assets assigns a unique batch number each time the Create Mass Additions for Oracle Assets is run. This field is protected from updated.	Display Only

Create Date	This field displays the date when the create process created the mass addition. This field is protected from update.	Display Only
Source System	The Source System displays the system that the invoice came from. This field is protected from update.	Display Only
Invoice Date	This field displays the date of the invoice and is protected from update.	Display Only
Clearing Account	This field displays the clearing account used for this invoice. The system uses this field for the credit side of the transaction when the asset is added.	Display Only
Comments	Optionally enter comments about the mass addition in the Comments field.	No

21. Select the Asset Details tab.

Asset Details Tab

Mass Additions

Book: **FRA** Queue: **NEW**

Transaction Type: Transaction Date:

Invoice Number: **TW ASSET** Line Number: **1**

Category: **FRA.17506000.31460**

Employee Name: Employee Number:

Expense Account: **2710700000.2001.0901050000.40400000** Location: **FRA HQ.DC.WASHING**

Date in Service: **29-JUL-2001** ☒ Depreciate Cost: **500.00**

Source **Asset Details**

Asset Number: Tag Number: Description: Asset Key:

Serial Number: Units: **1**

Asset Type: **Capitalized** Parent Asset:

Manufacturer: Model Number:

Lease Number: Warranty Number:

Lessor: ☐ In Use ☒ In Physical Inventory

Property Type: Ownership: **Owned**

Property Class: Bought:

Project Details... Assignments... Cancel Done

22. Enter the following information in the Asset Details tab of the Mass Additions window.

MASS ADDITIONS		
Field Name	Comments	Required?
Asset Details TAB		
Asset Number	Assign an Asset Number manually or let Oracle Assets assign the Asset Number automatically. Manual numbering	No

	is recommended using your agency identifier followed by a sequential number.	
Description	Enter the description of the asset.	Yes
Tag Number	Enter an unique tag number if applicable to this asset.	No
Asset Key	Enter the Asset Key for this mass addition. Place cursor in the Asset Key field and select LOV and the Asset Key Flexfield window will appear.	Yes

23. In the Asset Key Flexfield window, enter the following information and select (B) OK to return to the Mass Additions window.

ASSET KEY FLEXFIELD		
Field Name	Comments	Required?
Book	From the LOV choose the Book for this Mass Additions.	Yes
Region	From the LOV choose the Region for this Mass Additions.	Yes
Organization	From the LOV choose the Organization for this Mass Additions.	Yes

Mass Additions

Book **FRA** Queue **NEW**

Transaction Type Transaction Date

Invoice Number **TW ASSET** Line Number **1**

Category **FRA.17506000.31460**

Employee Name Employee Number

Expense Account **2710700000.2001.0901050000.40400000** Location **FRA HQ.DC.WASHING**

Date in Service **29-JUL-2001** ☒ Depreciate Cost **500.00**

Source Asset Details

Asset Number **FRA00002** Description **DELPHI Computer**

Tag Number Asset Key **FRA.HQ.1100000000**

Serial Number Units **1**

Asset Type **Capitalized** Parent Asset

Manufacturer Model Number

Lease Number Warranty Number

Lessor ☐ In Use ☒ In Physical Inventory

Property Type Ownership **Owned**

Property Class Bought

Project Details... Assignments... Cancel Done

24. In the Mass Additions window, continue to enter the following information if applicable.

MASS ADDITIONS		
Field Name	Comments	Required?
Asset Details TAB (continued)		
Serial Number	If applicable, enter the Serial Number of the mass addition.	No
Units	Accept the default displayed, or enter the number of units that make up your mass addition.	Yes
Asset Type	Accept the default displayed, or choose the Asset Type from the drop down list. The AP Asset Account field determines the default value that appears in this field. When the AP asset account is an asset clearing account, the asset type defaults to Capitalized. When the AP asset account is an expense account, the asset type defaults to Expensed.	Yes
Parent Asset	If the asset is a subcomponent unit of another asset select the Parent Asset Number from the LOV.	No
Manufacturer	If applicable, enter the Manufacturer name of the mass addition.	No
Model Number	If applicable, enter the Model number of the mass addition.	No
Lease Number	Lease number applies to leased asset categories only. Enter number from LOV if applicable.	No
Warranty Number	Select warranty number from LOV if applicable.	No
Lessor	Generated from lease number.	Display Only

In Use Checkbox	Check to indicate the asset is in use. Uncheck to indicate the asset is not in use.	Yes
In Physical Inventory Checkbox	Check to indicate the asset is in physical inventory. Uncheck to indicate the asset is not in physical inventory.	Yes
Property Type	Property type designates the type of property. Select from LOV.	No
Ownership	From drop down list, choose Owned or Leased.	Yes
Property Class	Not used in DELPHI.	No
Bought	From drop down list, choose New or Used.	Yes

25. If asset is assigned to more than one employee, applied to more than one expense account, or applied to more than one location, select (B) Assignments.

Assigning Mass Additions

26. In the Assignments window assign the Mass Addition to an expense account and location. Enter the following information.

ASSIGNMENTS		
Field Name	Comments	Required?
Invoice Number	The Invoice Number field is display only and protected from update.	Display Only
Line Number	Displays the line number of the invoice.	Display Only
Book	The Book field defaults when you choose the	Display Only

	asset to change.	
Total Units	Number of units from the Asset Detail window.	Display Only
Distribution Set	This field is protected from update.	Display Only
Show Merged Distributions	This checkbox only applies to merged parent mass additions for which the Sum Units checkbox has been checked.	No
Units Assigned	Oracle Assets displays the number of units available to assign.	Display Only
Units Remaining	The number of units that need to be assigned.	Display Only
Distributions Area		
Units	Enter the number of units for this employee, expense account and location.	Yes
Employee Name	Enter the name of the employee the asset is assigned to.	No
Employee Number	Generated from employee name.	No
Expense Account	In the Expense Account field enter the expense account that the asset is to be assigned. With the cursor in the Expense Account field, select LOV and the Expense Account Alias? window will appear. The system uses this field when recording depreciation for this asset.	Yes

The image shows a dialog box titled "Expense Account". It has a text field labeled "ALIAS?" containing the text "RAD-40". To the right of this field is the text "FINANCIAL SERVICES". Below the text field is a horizontal scrollbar. At the bottom right of the dialog are four buttons: "OK", "Cancel", "Clear", and "Help".

27. Select from LOV. Select (B) OK. This will bring up the Expense Account window.

The image shows the "Expense Account" window. It contains several fields with values and descriptions:

- FUND: 2710700000 SAFETY AND OPERATIONS, FRA, FY-01, DIRECT
- BUDGET YEAR: 2001 BY 2001
- BPAC: 0901050000 SAL EXP ADMINISTRATION FINANCE
- ORGANIZATION: 4040000000 FINANCIAL SERVICES, OFFICE OF
- OBJECT CLASS: 31460 ADP EQUIPMENT-CAPTLZDEQUIPMENT ADP EQP-C AUD VIS/REPROD EQ-CAPEQUIPM
- SGL ACCOUNT: 67106600 N,P - DEPRECIATION, AMORTIZATION, AND DEPLETION
- FUTURE 1: 0000000000 NOT APPLICABLE
- FUTURE 2: 0000000000 NOT APPLICABLE
- FUTURE 3: 0000000000 NOT APPLICABLE
- FUTURE 4: 0000000000 NOT APPLICABLE

At the bottom of the window are five buttons: "OK", "Cancel", "Combinations", "Clear", and "Help".

28. In the Expense Account window, enter the following information and select (B) OK to return to the Assignments window.

EXPENSE ACCOUNT		
Field Name	Comments	Required?
Fund	From the LOV choose the Fund.	Yes
Budget Year	From the LOV choose the Budget Year.	Yes
BPAC	From the LOV choose the BPAC.	Yes
Organization	From the LOV choose the Organization.	Yes
Object Class	From the LOV choose the Object Class.	Yes
SGL Account	From the LOV choose the depreciation expense SGL Account.	Yes
Future 1 through 4	Enter zeroes for all four Future fields.	Yes

29. In the Assignments window, enter the Location.

ASSIGNMENTS		
Field Name	Comments	Required?
Distributions Area (continued)		
Location	In the Location field enter the physical location that the asset is to be assigned. With the cursor in the Location field, select LOV and the Location flexfield window will	Yes

	appear.	
--	---------	--

The screenshot shows the 'Location Flexfield' window with the following data entered:

- OA REGION: FRA HQ (HEADQUARTERS)
- STATE: DC (DISTRICT OF COLUMBIA)
- CITY: WASHINGTON
- COUNTY: DISTRICT OF COLUMBIA
- FACILITY/SITE: 400 7TH ST SW (FEDERAL RAILROAD ADMINIST)
- GEOGRAPHIC LOCATION CODE: 110010001 (DC, WASHINGTON, DISTRICT OF COLUMBIA)

Buttons at the bottom: OK, Cancel, Combinations, Clear, Help.

30. In the Location Flexfield window, enter the following information and select (B) OK to return to the Assignments window.

LOCATION FLEXFIELD		
Field Name	Comments	Required?
OA Region	From the LOV choose the OA Region.	Yes
State	From the LOV choose the State.	Yes
City	From the LOV choose the City.	Yes
County	From the LOV choose the County.	Yes
Facility/Site	From the LOV choose the Facility/Site.	Yes
Geographic Location Code	From the LOV choose the Geographic Location Code. To locate a Geographic Location Code refer to the GSA Location website at http://www.gsa.gov/glc	No

31. Enter additional lines until all units are assigned and remaining units equal zero.

Assignments

Invoice Number **TW ASSET** Line Number **1**
 Book **FRA** Total Units **1**

Distribution Set ▼ ☐ Show Merged Distributions

Units Assigned **1** Units Remaining **0**

Distributions

Units	Employee Name	Employee Number	Expense Account	Location
1			2710700000.2001.0901050000.4	FRA HQ.DC.WASHINGT

32. Select (B) Done to return to the Mass Additions window.

Mass Additions

Book **FRA** Queue **POST**

Transaction Type Transaction Date

Invoice Number **TW ASSET3** Line Number **1**

Category **FRA.17506000.31460**

Employee Name Employee Number

Expense Account Location

Date in Service **31-JUL-2001** ☒ Depreciate Cost **800.00**

Source Asset Details

Supplier Name **AA TEMPS INC** Supplier Number **541385814**

PO Number Source Batch

Project Number Task Number

Create Batch **434791** Create Date **21-SEP-2001**

Source System **ORACLE PAYABLES** Invoice Date **21-SEP-2001**

Clearing Account **27X0704000.2001.3702020300.90130000**

Comments

Project Details... Assignments... Cancel Done

33. Change Queue to Post and select (B) Done to return to the Mass Additions Summary window.

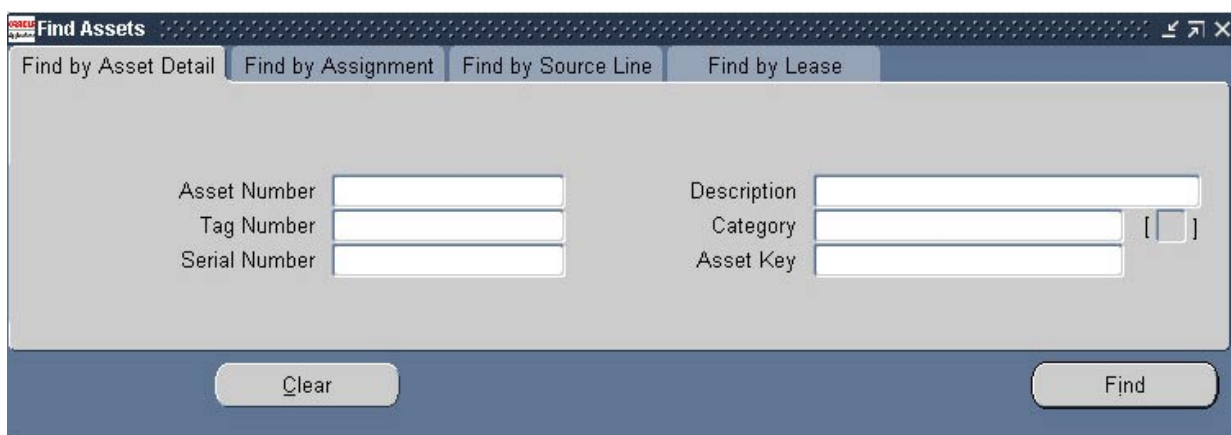
Adding a Mass Addition to an Existing Asset

Mass Additions Summary

Invoice Number	Line	Queue	Description	Units	
TW ASSET	1	POST	DELPHI COMPUTER	1	
TW ASSET3	1	ON HOLD	COMPUTER EQUIP	25	
21-SEP-2001	1	NEW		1	
TW ASSET2	1	NEW		1	
		NEW	SOUND SYSTEM	1	

Split Add to Asset... Merge... Open

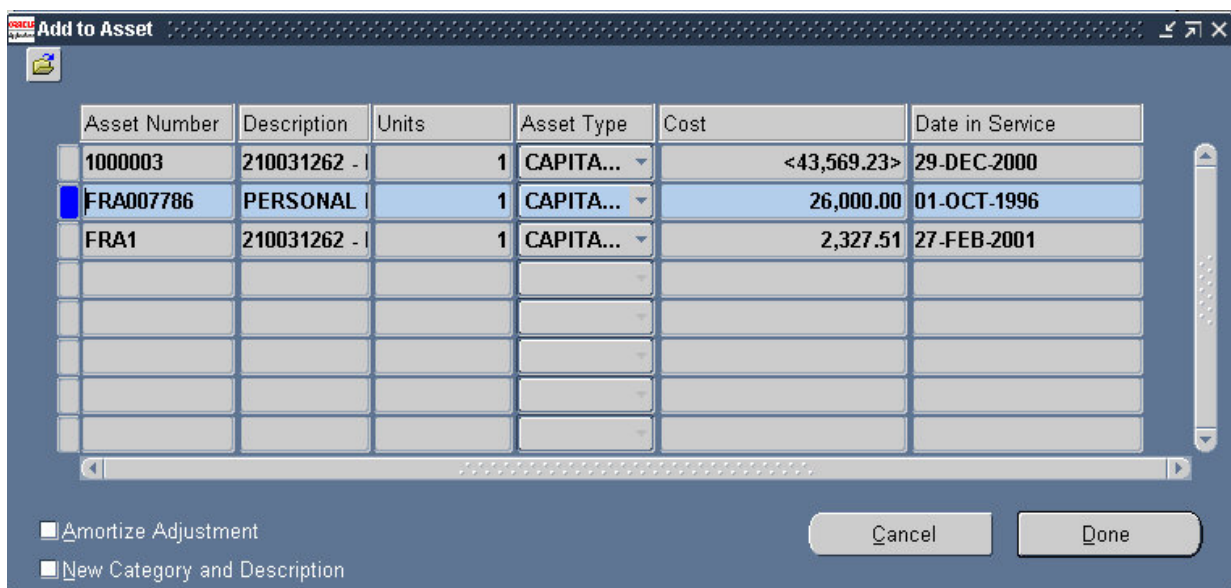
34. In the Mass Additions Summary window, select the asset that you want to add to an existing asset. Select (B) Add to Asset.



The 'Find Assets' window has four tabs: 'Find by Asset Detail', 'Find by Assignment', 'Find by Source Line', and 'Find by Lease'. The 'Find by Asset Detail' tab is active. It contains six input fields: 'Asset Number', 'Tag Number', 'Serial Number', 'Description', 'Category', and 'Asset Key'. There are 'Clear' and 'Find' buttons at the bottom.

Note: At least one field is required on the Find by Asset Details tab, Find by Assignment tab, Find by Source Line tab, or Find by Lease tab.

35. In the Find Assets window, select the Find by Asset Detail tab and enter the asset number if known or additional information to limit your search. Select (B) Find.



The 'Add to Asset' window displays a table with the following data:

Asset Number	Description	Units	Asset Type	Cost	Date in Service
1000003	210031262 - I	1	CAPITA...	<43,569.23>	29-DEC-2000
FRA007786	PERSONAL I	1	CAPITA...	26,000.00	01-OCT-1996
FRA1	210031262 - I	1	CAPITA...	2,327.51	27-FEB-2001

At the bottom, there are two checkboxes: 'Amortize Adjustment' and 'New Category and Description'. There are 'Cancel' and 'Done' buttons.

Note: Leave the Amortize Adjustment box unchecked to expense the depreciation adjustment in the current period or check to spread the adjustment depreciation over the life of the asset. Check the New Category and Description box if you want to change the category and description of the existing asset to the category and description of the mass addition. Uncheck to leave the Category and Description of the existing asset unchanged.

36. In the Add to Asset window, choose the Asset Number and select (B) Done. This will return you to the Mass Additions Summary window.

Invoice Number	Line	Queue	Description	Units
TW ASSET	1	POST	DELPHI COMPUTER	1
TW ASSET3	1	ON HOLD	COMPUTER EQUIP	25
21-SEP-2001	1	ON HOLD		1
TW ASSET2	1	NEW		1
		NEW	SOUND SYSTEM	1

Buttons: Remove, Split, Add to Asset..., Merge..., Open

37. The Remove button now appears in the lower left of the window. Select (B) Remove to undo the Add to Asset.

Merging a Mass Addition

Invoice Number	Line	Queue	Description	Units
FRA1	1	NEW	COMPUTERS	1
TW ASSET2	1	NEW		1
FRA1	2	NEW	ORACLE SOFTWARE	1
FRA1	3	NEW	COMPUTERS	1
		ON HOLD	SOUND SYSTEM	1

Buttons: Split, Add to Asset..., Merge..., Open

38. In the Mass Additions Summary window, choose the asset to merge and select (B) Merge.

Merge Mass Additions

Invoice Number **FRA1** Line Number **1**

Units **1** Line Amount **400.00**

Merged Units **1** Total Merged Cost **500.00**

☐ Sum Units

Lines

Merged

Queue	Invoice Number	Line	Cost	Description
<input checked="" type="checkbox"/> Merged	FRA1	3	100.00	COMPUTERS
<input type="checkbox"/> New	FRA1	2	300.00	ORACLE SOFTWARE
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Cancel Done

Note: If the Sum Units box is checked, the number of units will be added to the parent asset, if left unchecked the parent asset remains unchanged. If the asset has multiple assignment lines, check the Sum Units box to use the distribution of the child asset.

39. In the Merge Mass Additions window, check the Merged checkbox on the far-left side of the screen.
40. Select (B) Done and return to the Mass Additions Summary window.

Mass Additions Summary

Invoice Number	Line	Queue	Description	Units
FRA1	1	NEW	COMPUTERS	1
TW ASSET2	1	NEW		1
FRA1	2	NEW	ORACLE SOFTWARE	1

Split Add to Asset... Merge... Open

Undoing a Merge

Note: You can undo a merge before but not after posting the merged parent.

41. In the Mass Additions Summary window, select (B) Merge.

The screenshot shows the 'Merge Mass Additions' window. At the top, the title bar reads 'Merge Mass Additions'. Below the title bar, there are several input fields: 'Invoice Number' is 'FRA1', 'Units' is '1', 'Merged Units' is '1', 'Line Number' is '1', 'Line Amount' is '400.00', and 'Total Merged Cost' is '500.00'. There is a checkbox labeled 'Sum Units' which is currently unchecked. Below these fields is a section titled 'Lines' with a small icon of a folder. Under 'Lines', there is a 'Merged' section with a table. The table has columns: 'Queue', 'Invoice Number', 'Line', 'Cost', and 'Description'. The first row is checked and labeled 'Merged', with 'FRA1' in the 'Invoice Number' column, '3' in the 'Line' column, '100.00' in the 'Cost' column, and 'COMPUTERS' in the 'Description' column. The second row is labeled 'New', with 'FRA1' in the 'Invoice Number' column, '2' in the 'Line' column, '300.00' in the 'Cost' column, and 'ORACLE SOFTWARE' in the 'Description' column. There are several empty rows below these. At the bottom right of the window are two buttons: 'Cancel' and 'Done'.

Queue	Invoice Number	Line	Cost	Description
<input checked="" type="checkbox"/>	FRA1	3	100.00	COMPUTERS
<input type="checkbox"/>	FRA1	2	300.00	ORACLE SOFTWARE
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

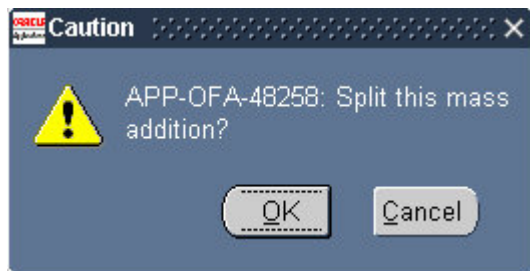
42. In the Merge Mass Additions window, uncheck the Merged checkbox to undo the previously merged asset and select (B) Done to save your work.

Splitting Multiple-Unit Mass Additions

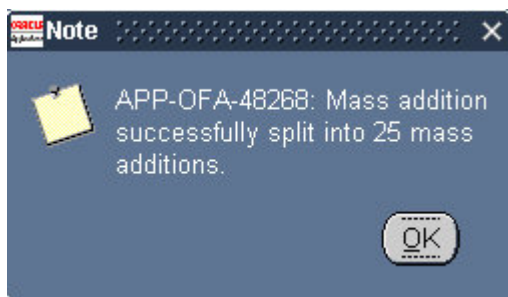
Invoice Number	Line	Queue	Description	Units
TW ASSET	1	POST	DELPHI COMPUTER	1
TW ASSET3	1	ON HOLD	COMPUTER EQUIP	25
21-SEP-2001	1	ON HOLD		1
FRA1	1	NEW	COMPUTERS	1
TW ASSET2	1	NEW		1
FRA1	2	NEW	ORACLE SOFTWARE	1
FRA1	3	NEW	COMPUTERS	1
		ON HOLD	SOUND SYSTEM	1

Buttons: Split, Add to Asset..., Merge..., Open

43. In the Mass Additions Summary window, choose the Mass Additions for this split and select (B) Split to split the line into multiple, single-unit mass addition lines.



44. In the Caution window, select (B) OK to split the mass addition.



45. In the Note window, select (B) OK.

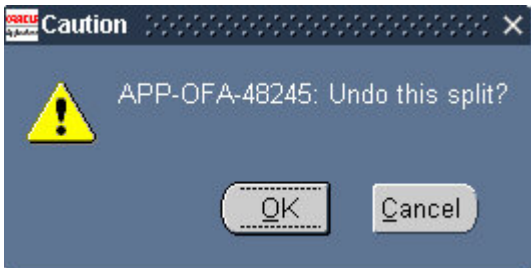
Mass Additions Summary					
Invoice Number	Line	Queue	Description	Units	
TW ASSET3	1	SPLIT	COMPUTER EQUIP	25	
TW ASSET	1	POST	DELPHI COMPUTER	1	
21-SEP-2001	1	ON HOLD		1	
TW ASSET3	1	ON HOLD	COMPUTER EQUIP	1	
TW ASSET3	1	ON HOLD	COMPUTER EQUIP	1	
TW ASSET3	1	ON HOLD	COMPUTER EQUIP	1	
TW ASSET3	1	ON HOLD	COMPUTER EQUIP	1	
TW ASSET3	1	ON HOLD	COMPUTER EQUIP	1	
TW ASSET3	1	ON HOLD	COMPUTER EQUIP	1	

Buttons: Undo Split, Add to Asset..., Merge..., Open

46. Review the new lines in the Mass Additions Summary window. The resulting Mass Additions have one unit each and are in the ON HOLD queue. Notice the Split button changed to Undo Split.

Note: This also splits any merged children on the line, keeping them merged into the split child. If you split a multidistributed mass additions line, Oracle Assets proportionately divides each split child's units between all of the parent's distributions.

47. To undo a split select (B) Undo Split before posting the split children.



48. In the Caution window, select (B) OK.

Invoice Number	Line	Queue	Description	Units
TW ASSET	1	POST	DELPHI COMPUTER	1
TW ASSET3	1	ON HOLD	COMPUTER EQUIP	25
21-SEP-2001	1	ON HOLD		1
FRA1	1	NEW	COMPUTERS	1
TW ASSET2	1	NEW		1
FRA1	2	NEW	ORACLE SOFTWARE	1
FRA1	3	NEW	COMPUTERS	1
		ON HOLD	SOUND SYSTEM	1

Buttons: Split, Add to Asset..., Merge..., Open

49. Review the Mass Additions Summary window, to verify that new lines created by splitting the children are now one line again.

Preparing Mass Additions to Post

50. After preparing Mass Additions to become assets, select Mass Additions with a Queue of ON HOLD in the Mass Additions Summary window. Select (B) Open.

Book	FRA	Queue	ON HOLD
Transaction Type		Transaction Date	
Invoice Number	21-SEP-2001	Line Number	1
Category	FRA.18306000.31470	Employee Number	
Employee Name		Location	
Expense Account		Cost	450.00
Date in Service	31-JUL-2001	<input checked="" type="checkbox"/> Depreciate	

Source | Asset Details

Supplier Name	AA TEMPS INC	Supplier Number	541385814
PO Number		Source Batch	
Project Number		Task Number	
Create Batch	434791	Create Date	21-SEP-2001
Source System	ORACLE PAYABLES	Invoice Date	21-SEP-2001
Clearing Account	2710700000.2001.0901050000.40400000		
Comments			

Buttons: Project Details..., Assignments..., Cancel, Done

51. In the Mass Additions window Queue field select LOV and choose Post for the value.

Mass Additions

Book: **FRA** Queue: **POST**

Transaction Type: Transaction Date:

Invoice Number: **21-SEP-2001** Line Number: **1**

Category: **FRA.18306000.31470**

Employee Name: Employee Number:

Expense Account: Location:

Date in Service: **31-JUL-2001** ☒ Depreciate Cost: **450.00**

Source: Asset Details

Supplier Name: **AA TEMPS INC** Supplier Number: **541385814**

PO Number: Source Batch:

Project Number: Task Number:

Create Batch: **434791** Create Date: **21-SEP-2001**

Source System: **ORACLE PAYABLES** Invoice Date: **21-SEP-2001**

Clearing Account: **2710700000.2001.0901050000.40400000**

Comments:

Project Details... Assignments... Cancel Done

52. Select (B) Done.

Mass Additions Summary

Invoice Number	Line	Queue	Description	Units
TW ASSET	1	POST	DELPHI COMPUTER	1
TW ASSET3	1	ON HOLD	COMPUTER EQUIP	25
21-SEP-2001	1	POST	DELPHI SOFTWARE	1
FRA1	1	NEW	COMPUTERS	1
TW ASSET2	1	NEW		1
FRA1	2	NEW	ORACLE SOFTWARE	1
FRA1	3	MERGED	COMPUTERS	1
		ON HOLD	SOUND SYSTEM	1

Split Add to Asset... Merge... Open

53. View the invoice line in the Mass Additions Summary window to verify that the Mass Addition is now in the queue POST and is ready to be posted.

54. Close window.

Posting Mass Additions

Submit Request Set

Oracle Assets

N → Mass Additions → Post Mass Additions

Submit Request Set

The 'Submit Request Set' window is shown with the following details:

- Run this Request...:** A 'Copy...' button is in the top right. The 'Request Set' field contains 'Post Mass Additions'.
- Table:** A table with four columns: Program, Stage, Parameters, and Language. It contains two rows of data.

Program	Stage	Parameters	Language
Mass Additions Post	Mass Additions Post		American English
Mass Additions Posting Report	Mass Additions Posting		American English
- At these Times...:** A 'Schedule...' button is in the top right. The field contains 'As Soon As Possible'.
- Buttons:** 'Help (A)', 'Submit', and 'Cancel' are at the bottom.

1. In the Submit Request Set window select the Parameters field on the Mass Additions Post line and the Parameters window will appear.

The 'Parameters' window is shown with the following details:

- Book:** A field containing 'FRA' with a dropdown arrow. To its right, the text 'FRA DEPRECIATION BOOK' is displayed.
- Buttons:** 'OK', 'Cancel', 'Clear', and 'Help' are at the bottom.

-
2. In the Parameters window from LOV choose the Book of the Mass Additions you are posting and select (B) OK. Place cursor in the Parameters field for the Mass Additions Posting report and the second parameters window will appear already populated with the book chosen in the first parameters window. Select (B) OK and return to the Submit Request Set window.

Parameters	Language	Save Output	Notify	Print to
RA	American English	<input checked="" type="checkbox"/>		anf2_145_ps
RA	American English	<input checked="" type="checkbox"/>		anf2_145_ps
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

-
-
3. In the Submit Request Set window select (B) Submit to submit a concurrent process to post mass additions to Oracle Assets.



-
-
-
4. In the Note window make note of the Request ID and select (B) OK.

When the program is successfully completed, Oracle Assets automatically runs the Mass Additions Posting Report to provide an audit trail of the processed mass additions.

-
-
-
-
5. Use (M) View: Requests to review the log file.

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☐ All My Requests
☐ Specific Requests

Request ID
 Name
 Date Submitted
 Date Completed
 Status
 Phase
 Requestor

☒ Include Request Set Stages in Query
 Order By **Request ID**

Submit a New Request... Clear Find

6. In the Find Requests window, accept the default of All My Requests and select (B) Find.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
434970	Mass Additions Posting R	434969	Completed	Normal	FRA
434969	Mass Additions Posting R	434966	Completed	Normal	140, 46, 10033, 434966
434968	Mass Additions Post	434967	Completed	Normal	FRA, NORMAL
434967	Mass Additions Post (Req	434966	Completed	Normal	140, 46, 10032, 434966
434966	Post Mass Additions (Rep		Completed	Normal	140, 46
434960	Mass Additions Create		Completed	Normal	2001/09/27 00:00:00, FRA
434959	Journal Import		Completed	Normal	22650, 7, N, , , N, N
434958	Payables Transfer to Ger	434957	Completed	Normal	1, 7, N, MASS ADDITIONS, 01-SEP-
434957	APPST (Request Set Sta	434953	Completed	Normal	8901, 536, 10517, 434953
434956	Journal Import		Completed	Normal	22649, 7, N, , , N, N

Hold Request View Details... View Output
 Cancel Request Diagnostics View Log...

7. In the Requests window, verify that the Phase field displays completed. If the Phase field does not display completed select (B) Refresh data until the Phase field displays completed.
8. To view the Mass Additions Posting Report select (B) View Output.

Report: request ID - 434970

Page 1 Font Size 8

DEPT OF TRANSPORTATION Mass Additions Posting Report Report Date: 26-SEP-2001 13:51
 Book: FRA Page: 1 of 3
 Request ID: 434968
 Transaction Type: Additions

Asset Number	Description	FRA_FUN D	FRA_ORG	Asset Account	Cost	Comments
007786	DELPHI COMPUTER	2710700	404000000	17506000	500.00	

Go To... First Previous Next Last

9. Use (B) Next to view all pages of the report.
10. Close all windows
11. To generate the Asset Additions Report and the Cost Clearing Reconciliation Report, refer to *Submitting Individual Reports [NAV4074Z]*

Lab 1: Adding Mass Additions

In this lab, you will add line 1 of the invoice from lab 1 to Oracle Assets through Mass Additions. Invoices entered in Oracle Payables will be added as fixed assets.

Instructions

- Choose the Fixed Assets responsibility.
- Select the navigation path: N → Mass Additions → Prepare Mass Additions
- Find line 1 of the invoice FRA invoice provided by your instructor.
- Enter the following for:
 - Category

Category	
Operating Admin	FRA
Account	17306000
Class	32010

- Expense

Expense Account	
Fund	2720152000
Budget Year	Current FY
BPAC	5501000000
Organization	9013000000
Object Class	32010
SGL ACCT	67106600
Future 1	0000000000
Future 2	0000000000
Future 3	0000000000
Future 4	0000000000

Lab 1: Adding Mass Additions

- Location

Location	
OA Region	FRA HQ
State	DC
City	Washington
County	District of Columbia
Facility/Site	400 7 TH St SW
Geographic Location Code	110010001

- In the Asset, Depreciation alternative area assign the Asset Number FRA <Unique Identifier>.
- Use the following for the Asset Key:

Asset Key	
Book	FRA
Region	REG1
Organization	9013000000

- Post the invoice

5. Select (B) Distributions.

Lab 1 Solutions: Adding Mass Additions

1. Prepare line 1 for posting:

Navigate to the Find Mass Additions window.

N → Mass Additions → Prepare Mass Additions

Find Mass Additions

Book		Queue	
Transaction Date		Transaction Type	
Invoice Number	FRA202	Line Number	
Description		Asset Key	
Asset Number		Category	
Supplier Name		Supplier Number	
PO Number		Source Batch	
Project Number		Task Number	
Create Batch		Create Date	
Source System		Invoice Date	
Comments			
Employee Name		Employee Number	
Expense Account		Location	

Clear New Capitalize Adjust Find

2. In the Find Mass Additions window, enter the invoice number provided by your instructor in Lab1 and select (B) Find.

Lab 1 Solutions: Adding Mass Additions

The screenshot shows a software window titled "Mass Additions Summary". It contains a table with the following columns: Invoice Number, Line, Queue, Description, and Units. The first two rows are populated with data, and the rest are empty. Below the table, there are four buttons: Split, Add to Asset..., Merge..., and Open.

Invoice Number	Line	Queue	Description	Units
FRA202	1	NEW	DESIGN FEES	1
FRA202	2	MERGED	PLUMBING	1

Buttons: Split, Add to Asset..., Merge..., Open

3. In the Mass Additions Summary window, place cursor on Line 1 of the invoice and select (B) Open.

Lab 1 Solutions: Adding Mass Additions

Mass Additions

Book: FRA

Queue: NEW

Transaction Type:

Transaction Date:

Invoice Number: FRA202

Line Number: 1

Category:

Employee Name:

Employee Number:

Expense Account:

Location:

Date in Service: 31-DEC-2001

☒ Depreciate

Cost: 12,000.00

Source | Asset Details

Supplier Name: INTEGRATED MANAGEMENT S

Supplier Number: 541532752

PO Number:

Source Batch:

Project Number:

Task Number:

Create Batch: 706099

Create Date: 01-FEB-2002

Source System: ORACLE PAYABLES

Invoice Date: 01-JAN-2002

Clearing Account: 2710700000.2002.0901050000.40100000

Comments:


Project Details... | Assignments... | Cancel | Done

4. In the Mass Additions window, Source Tab, enter the following:

Category:

Category	
Operating Admin	FRA
Account	17306000
Class	32010

Lab 1 Solutions: Adding Mass Additions



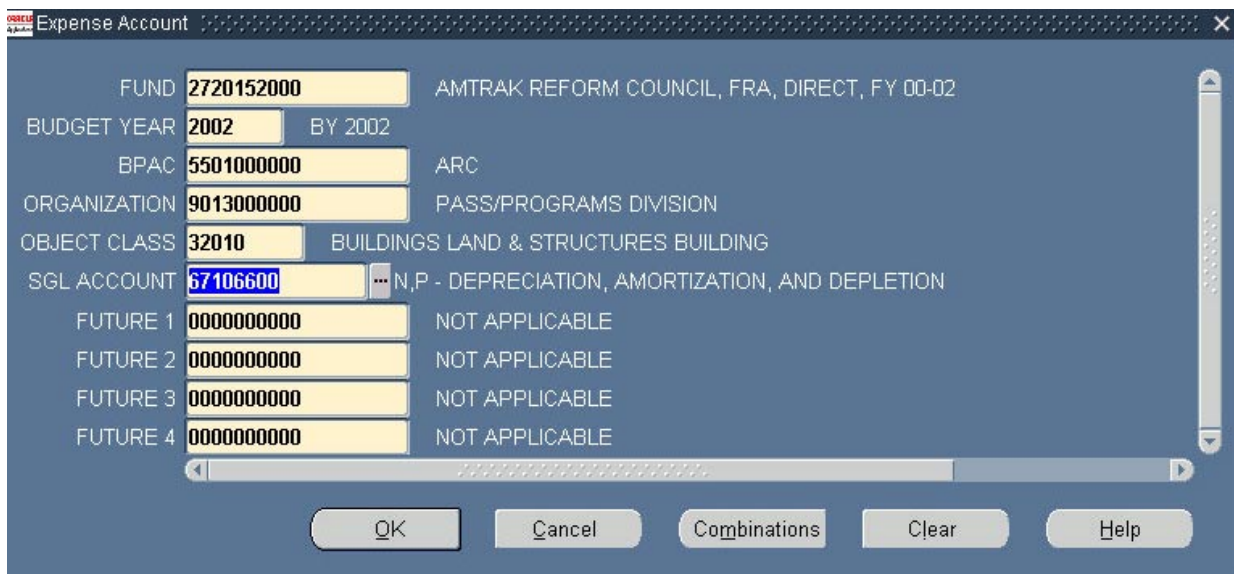
Category Flexfield

OPERATING ADMIN **FRA** FEDERAL RAILROAD ADMINISTRATION
ACCOUNT **17306000** BUILDING IMPROVRENOVATIONS
CLASS **32010** BUILDINGS

OK Cancel Combinations Clear Help

Expense Account:

Expense Account	
Fund	2720152000
Budget Year	Current FY
BPAC	5501000000
Organization	9013000000
Object Class	32010
SGL ACCT	67106600
Future 1	0000000000
Future 2	0000000000
Future 3	0000000000
Future 4	0000000000



Expense Account

FUND **2720152000** AMTRAK REFORM COUNCIL, FRA, DIRECT, FY 00-02
BUDGET YEAR **2002** BY 2002
BPAC **5501000000** ARC
ORGANIZATION **9013000000** PASS/PROGRAMS DIVISION
OBJECT CLASS **32010** BUILDINGS LAND & STRUCTURES BUILDING
SGL ACCOUNT **67106600** N,P - DEPRECIATION, AMORTIZATION, AND DEPLETION
FUTURE 1 **0000000000** NOT APPLICABLE
FUTURE 2 **0000000000** NOT APPLICABLE
FUTURE 3 **0000000000** NOT APPLICABLE
FUTURE 4 **0000000000** NOT APPLICABLE

OK Cancel Combinations Clear Help

Lab 1 Solutions: Adding Mass Additions

Location:

Location	
OA Region	FRA HQ
State	DC
City	Washington
County	District of Columbia
Facility/Site	400 7 TH St SW
Geographic Location Code	110010001

Location Flexfield

OA REGION: FRA R1 REGION 1

STATE: DC DISTRICT OF COLUMBIA

CITY: WASHINGTON

COUNTY: DISTRICT OF COLUMBIA

FACILITY/SITE: 400 7TH ST SW FEDERAL RAILROAD ADMINIST

GEOGRAPHIC LOCATION CODE: 110010001 DC, WASHINGTON, DISTRICT OF COLUMBIA

Buttons: OK, Cancel, Combinations, Clear, Help

5. Select the Asset Details Tab and enter the following:

Lab 1 Solutions: Adding Mass Additions

Mass Additions

Book: FRA

Transaction Type:

Invoice Number: FRA202

Category: FRA.17306000.32010

Employee Name:

Expense Account: 2720152000.2002.5501000000.90130000

Date in Service: 31-DEC-2001

Queue: NEW

Transaction Date:

Line Number: 1

Employee Number:

Location: FRA R1.DC.WASHING1

Cost: 12,000.00

☒ Depreciate

Source | Asset Details

Asset Number:

Tag Number:

Serial Number:

Asset Type: Capitalized

Manufacturer:

Lease Number:

Lessor:

Property Type:

Property Class:

Description: DESIGN FEES

Asset Key:

Units: 1

Parent Asset:

Model Number:

Warranty Number:

☐ In Use

☐ In Physical Inventory

Ownership: Owned

Bought:

Project Details... | Assignments... | Cancel | Done

Asset Number: Assign the Asset Number FRA <Unique Identifier>.

Asset Key:

Asset Key	
Book	FRA
Region	REG1
Organization	9013000000

Asset Key Flexfield

BOOK: FRA FEDERAL RAILROAD ADMINISTRATION

REGION: REG1 REGION 1

ORGANIZATION: 9013000000 PASS/PROGRAMS DIVISION

OK | Cancel | Combinations | Clear | Help

6. Change Queue to Post.

Lab 1 Solutions: Adding Mass Additions

Mass Additions

Book	FRA	Queue	POST
Transaction Type		Transaction Date	
Invoice Number	FRA202	Line Number	1 []
Category	FRA.17306000.32010		
Employee Name		Employee Number	
Expense Account	2720152000.2002.5501000000.90130000	Location	FRA R1.DC.WASHINGT
Date in Service	31-DEC-2001	Cost	12,000.00
	<input checked="" type="checkbox"/> Depreciate		

Source Asset Details

Asset Number	FRA202-A	Description	DESIGN FEES
Tag Number		Asset Key	FRA.REG1.9013000000
Serial Number		Units	1
Asset Type	Capitalized	Parent Asset	
Manufacturer		Model Number	
Lease Number		Warranty Number	
Lessor		<input type="checkbox"/> In Use	<input type="checkbox"/> In Physical Inventory
Property Type		Ownership	Owned
Property Class		Bought	

Project Details... Assignments... Cancel Done

7. Select (B) Done to save.

Merging and Splitting Mass Additions

- You cannot merge split mass addition lines. For example, if you split a mass addition line containing five units into five separate mass additions, you cannot merge two of the new lines together. Instead, you post one of the lines to create a new asset, and then add the second mass addition line to the existing asset as a cost adjustment.

Lab 2: Merging Mass Additions

In this lab, you will merge line 2 into 1 from the FA_MASS_ADDITIONS Table, which contains the invoices that were preceded in Oracle Payables.

Instructions to Merge

- Find the invoice number provided by your instructor in the Mass Additions Summary window.
- Merge line 2 into 1.

Lab 2 Solutions: Merging Mass Additions

Instructions to Merge

1. Change responsibility to Assets.
2. Navigate to the Find Mass Additions window to find the invoice you entered in Lab 1.
N → Mass Additions → Prepare Mass Additions
3. Enter the invoice number provided by the instructor.

The screenshot shows the 'Find Mass Additions' window with the following fields and values:

Field	Value
Book	
Transaction Date	
Invoice Number	FRA202
Description	
Asset Number	
Supplier Name	
PO Number	
Project Number	
Create Batch	
Source System	
Comments	
Queue	
Transaction Type	
Line Number	
Asset Key	
Category	
Supplier Number	
Source Batch	
Task Number	
Create Date	
Invoice Date	
Employee Name	
Employee Number	
Expense Account	
Location	

Buttons at the bottom: Clear, New, Capitalize, Adjust, Find.

4. Select (B) Find.

Lab 2 Solutions: Merging Mass Additions

Mass Additions Summary

Invoice Number	Line	Queue	Description	Units
FRA202	1	NEW	DESIGN FEES	1
FRA202	2	NEW	PLUMBING	1

Split Add to Asset... Merge... Open

5. Select (B) Merge.

Merge Mass Additions

Invoice Number: FRA202 Line Number: 1
Units: 1 Line Amount: 12,000.00
Merged Units: 1 Total Merged Cost: 12,000.00
☐ Sum Units

Lines

Merged

Queue	Invoice Number	Line	Cost	Description
<input checked="" type="checkbox"/> New	FRA202	2	12,000.00	PLUMBING
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Cancel Done

Lab 2 Solutions: Merging Mass Additions

6. Check the Merged check box for Line 2 and select (B) done to save the merge.

Posting Mass Additions

Submit Request Set

Oracle Assets

N → Mass Additions → Post Mass Additions

Submit Request Set

The 'Submit Request Set' window is a dialog box with a title bar. It contains the following elements:

- Run this Request...** section:
 - A 'Copy...' button.
 - A 'Request Set' field containing the text 'Post Mass Additions'.
 - A table with four columns: Program, Stage, Parameters, and Language.
- At these Times...** section:
 - A field containing the text 'As Soon As Possible'.
 - A 'Schedule...' button.
- Buttons at the bottom: 'Help (A)', 'Submit', and 'Cancel'.

Program	Stage	Parameters	Language
Mass Additions Post	Mass Additions Post		American English
Mass Additions Posting Report	Mass Additions Posting		American English

1. In the Submit Request Set window select the Parameters field on the Mass Additions Post line and the Parameters window will appear.

The 'Parameters' window is a dialog box with a title bar. It contains the following elements:

- A 'Book' field containing the text 'FRA'.
- A label 'FRA DEPRECIATION BOOK'.
- Buttons at the bottom: 'OK', 'Cancel', 'Clear', and 'Help'.

2. In the Parameters window from LOV choose the Book of the Mass Additions you are posting and select (B) OK. Place cursor in the Parameters field for the Mass Additions Posting report and the second parameters window will appear already populated with the book chosen in the first parameters window. Select (B) OK and return to the Submit Request Set window.

Parameters	Language	Save Output	Notify	Print to
RA	American English	<input checked="" type="checkbox"/>		anf2_145_ps
RA	American English	<input checked="" type="checkbox"/>		anf2_145_ps
		<input type="checkbox"/>		
		<input type="checkbox"/>		
		<input type="checkbox"/>		

3. In the Submit Request Set window select (B) Submit to submit a concurrent process to post mass additions to Oracle Assets.



4. In the Note window make note of the Request ID and select (B) OK.

When the program is successfully completed, Oracle Assets automatically runs the Mass Additions Posting Report to provide an audit trail of the processed mass additions.

5. Use (M) View: Requests to review the log file.

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☐ All My Requests
☐ Specific Requests

Request ID
 Name
 Date Submitted
 Date Completed
 Status
 Phase
 Requestor

☒ Include Request Set Stages in Query
 Order By **Request ID**

Submit a New Request... Clear Find

6. In the Find Requests window, accept the default of All My Requests and select (B) Find.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
434970	Mass Additions Posting R	434969	Completed	Normal	FRA
434969	Mass Additions Posting R	434966	Completed	Normal	140, 46, 10033, 434966
434968	Mass Additions Post	434967	Completed	Normal	FRA, NORMAL
434967	Mass Additions Post (Req	434966	Completed	Normal	140, 46, 10032, 434966
434966	Post Mass Additions (Rep		Completed	Normal	140, 46
434960	Mass Additions Create		Completed	Normal	2001/09/27 00:00:00, FRA
434959	Journal Import		Completed	Normal	22650, 7, N, , N, N
434958	Payables Transfer to Ger	434957	Completed	Normal	1, 7, N, MASS ADDITIONS, 01-SEP-
434957	APPST (Request Set Sta	434953	Completed	Normal	8901, 536, 10517, 434953
434956	Journal Import		Completed	Normal	22649, 7, N, , N, N

Hold Request View Details... View Output
 Cancel Request Diagnostics View Log...

7. In the Requests window, verify that the Phase field displays completed. If the Phase field does not display completed select (B) Refresh data until the Phase field displays completed.
8. To view the Mass Additions Posting Report select (B) View Output.

Report: request ID - 434970

Page 1 Font Size 8

DEPT OF TRANSPORTATION Mass Additions Posting Report Report Date: 26-SEP-2001 13:51
 Book: FRA Page: 1 of 3
 Request ID: 434968
 Transaction Type: Additions

Asset Number	Description	FRA_FUN D	FRA_ORG	Asset Account	Cost	Comments
007786	DELPHI COMPUTER	2710700	404000000	17506000	500.00	

Go To... First Previous Next Last

9. Use (B) Next to view all pages of the report.
10. Close all windows
11. To generate the Asset Additions Report and the Cost Clearing Reconciliation Report, refer to Submitting Individual Reports [NAV4074Z]

Posting Mass Additions

Using Mass Additions Post

Run the Post Mass Additions program from the Standard Request Submission.

Queue Name Before Post	Effect of Mass Additions Post	Queue Name After Post
POST	Creates a new asset from a mass addition line	POSTED
COST ADJUSTMENT	Adds a mass addition line to an existing asset as a cost adjustment	POSTED
SPLIT	Mass addition line is already split; no effect	SPLIT
MERGED	Mass addition line is already merged	POSTED
NEW	Creates a new mass addition line; no effect	NEW
ON HOLD	Mass addition line is on hold for more information; no effect	ON HOLD
DELETE	Mass addition line awaiting deletion; no effect	DELETE

Deleting Mass Additions

Using Delete Mass Additions

When you are reviewing the mass addition lines in the Mass Additions window, place those lines that should not become assets in the DELETE queue. Then run the Delete Mass Additions program to remove unwanted lines from the book that you specify.

The Delete Mass Additions program removes mass addition lines in the DELETE queue, the POSTED queue, and the SPLIT queue. SPLIT parents are removed if the split children have been posted or deleted.

How to Delete Mass Additions

1. Select Delete Mass Additions from the Mass Additions menu.
2. In the Parameters window, specify the corporate book from which you want to delete mass additions.
3. Select Submit. On successful completion, Oracle Assets automatically runs the Mass Additions Delete Report to display the processed mass addition lines.

The program archives mass additions in the DELETE queue to an audit trail table, FA_DELETED_MASS_ADDITIONS only. Lines assigned to the DELETE queue are not journalized; clear these manually.

Listing Mass Additions Reports

Running Reports

View or print the following reports after adding assets from invoice lines. Also see "Listing of Oracle Assets Reports" for report details.

- Delete Mass Additions Preview Report
- Mass Additions Delete Report
- Mass Additions Create Report
- Mass Additions Invoice Merge Report
- Mass Additions Invoice Split Report
- Mass Additions Posting Report
- Mass Additions Status Report
- Unposted Mass Additions Report

Summary

You should now be able to do the following:

- Use the Mass Additions process to add assets from invoice distribution lines in Oracle Payables
- Prepare mass addition lines to become assets and cost adjustments
- Merge and split several mass additions
- Post mass additions to generate assets and cost adjustments
- Delete unnecessary mass addition lines

Adjusting Assets

Chapter 4

Adjusting Assets

Section Objectives

At the end of this section, you should be able to:

- Reclassify an asset
- Adjust an asset's units
- Adjust the financial information for an asset
- Perform a Mass Change to adjust a group of assets

Overview

Adjusting an Asset

You adjust an asset by reclassifying, changing the number of units, adjusting the financial information, or performing a mass change.

Reclassifying an Asset

You assign an asset to a new category in the Asset Details window to update information, correct data entry errors, and consolidate categories.

Adjusting Asset Units

You change the number of units for an asset in the Asset Details window to update the distribution and assignment information.

Overview

Adjusting Financial Information

You adjust the financial information in the Books window to correct an error, update the financial and depreciation data, and expense or amortize the adjustment following the period in which you added the asset.

Performing a Mass Change

You adjust a group of assets in the Mass Change window to update financial and depreciation information or to expense adjustments.

Reclassifying Assets

Discussing Asset Reclassification

You reclassify an asset by assigning it to a new category in the Asset Details window. Normally, you reclassify assets to update information, correct data entry errors, or to consolidate categories.

Identifying Account Changes

- Oracle Assets transfers the cost and accumulated depreciation to the accounts associated with the new category.
- Depreciation expense already taken remains in the account associated with the old category. Oracle Assets charges current depreciation expense according to the new category.
- Oracle Assets creates journal entries for the asset by using the accounts associated with the new category, including the depreciation expense account segment.
- Oracle Assets lists the asset under the new category on forms and reports.

Reclassifying Assets

Find Assets

Oracle Assets

N → Assets → Asset Workbench

Find Assets

The screenshot shows the 'Find Assets' window in Oracle Assets. The 'Find by Asset Detail' tab is active. The input fields are arranged in two columns. The left column contains 'Asset Number', 'Tag Number', 'Serial Number', and 'Warranty Number'. The right column contains 'Description', 'Category', and 'Asset Key'. At the bottom, there are four buttons: 'Clear', 'New', 'QuickAdditions', and 'Find'.

Note: At least one field is required on the Find by Asset Details tab, Find by Assignment tab, Find by Source Line tab, or Find by Lease tab.

1. Select the Find by Asset Detail Tab. Enter the Asset Number if known, and other information needed to limit the search criteria, and select (B) Find.

Asset Number	Description	Tag Number	Category
1000002	210031262 - PRISM SOFTWARE		FRA.18306000.31470
1000003	210031262 - PRISM SOFTWARE		FRA.18306000.31470
1001114	210031262 - PRISM SOFTWARE		FRA.18306000.31470
1001698	BUILDING		FRA.17306000.32010
1001699	COMPUTER		FRA.17506000.31460
1001700	SOFTWARE		FRA.18306000.31470
1001742	LEASED ASSET		FRA.18106000.31800
FRA-MA3	BUILDING		FRA.17306000.32010

Buttons: New, QuickAdditions, Subcomponents, Retirements, Books, Source Lines, Assignments, Open

- In the Assets window select the asset that you want to reclassify by using asset number or tag number.

ASSETS		
Field Name	Comments	Required?
Asset Number	The Asset Number field displays the asset number that uniquely identifies each asset.	Display Only
Description	The Description field displays the description of the asset.	Display Only
Tag Number	The Tag Number field displays the Tag Number assigned to the asset	Display Only
Category	The Category field displays the Asset Category flexfield that contains Operating Administration, Account, and Class.	Display Only
Serial Number	If applicable, this field displays the Serial Number.	Display Only
Asset Key	The Asset Key field displays the Asset Key flexfield that contains the Book, Region, and Organization for this asset.	Display Only
Asset Type	The Asset Type field displays Capitalized, Construction-in-Process (CIP) or Expensed.	Display Only
Units	The number of units represents the number of components included as part of an asset.	Display Only
Property Type	If applicable, this field displays the Property Type of the Asset.	Display Only
Ownership	This field displays whether the asset is Owned or Leased.	Display Only
Property Class	This field displays the Property Class of the Asset.	Display Only
Inventorial checkbox	When you check the In Physical Inventory check box in the asset details window, it indicates that this asset will be included when you run the Physical Inventory comparison.	Display Only

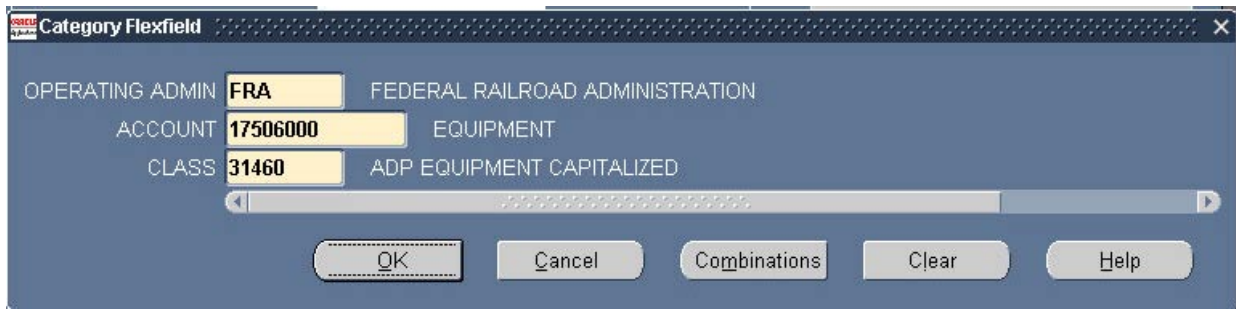
<i>The following fields are optional</i>		
Parent Asset	If the asset is a component of another asset, it is tracked as a subcomponent of its parent asset. This field displays the parent asset number for a subcomponent asset.	Display Only
Parent Description	This field displays the description of the Parent Asset.	Display Only
Manufacturer	This field displays the Manufacturer name if applicable.	Display Only
Model	This field displays the Model number of the asset if applicable.	Display Only
Lease Number	If the asset is assigned to a lease the Lease Number will be displayed here. If you are entering a leasehold improvement and you complete the Parent Asset field in the Asset Details window, Oracle Assets displays the related lease information from the parent asset. You cannot provide separate lease information for the leasehold improvement.	Display Only
Lessor	This field displays the Lessor that is attached to the Lease Number when the lease is defined.	Display Only
Lease Description	This field displays the Lease Description defined when the lease is defined.	Display Only
Lease []	Not used in DELPHI.	Display Only
Bought	This field displays whether the asset was bought New or Used.	Display Only
In Use check box	The In Use check box is for your reference only. It indicates whether the asset is in use. Use this check box in the asset details window to track that the asset is not in use.	Display Only

3. Select (B) Open.

Asset Details

Asset Number	1000002	Description	210031262 - PRISM SOFTWARE
Tag Number		Category	FRA.18306000.31470 []
Serial Number		Asset Key	FRA.HQ.4020000000
Asset Type	Capitalized	Units	1
Parent Asset		Description	
Manufacturer		Model	
Warranty Number	FRA-WARRANTY1	Description	[]
Lease Number		<input checked="" type="checkbox"/> In Use	
Lessor		<input checked="" type="checkbox"/> In Physical Inventory	
Property Type		Ownership	Owned
Property Class		Bought	New

4. In the Asset Details window place cursor in the Category field and select LOV and the Category Flexfield window will appear.



5. In the category Flexfield window enter the following information to reclassify the asset.

CATEGORY FLEXFIELD		
Field Name	Comments	Required?
Operating Administration	From the LOV, choose the Operating Administration.	Yes
Account	From the LOV, choose the Account.	Yes
Class	From the LOV, choose the Class.	Yes

6. The Asset Details window will return.

Select (B) Done to save the reclassification.

Note: Reclassification does not redefault the depreciation rules to the default rules of the new category. Manually change the depreciation rules in the Books window if necessary. If the new category has a different life, use the Book window to change it.

When you reclassify an asset in a period after the period you entered it, Oracle Assets creates journal entries to transfer the cost and accumulated depreciation to the Asset cost and accumulated depreciation accounts of the new asset category.

Recording Asset Reclassification

Reclassification: Depreciation Trend

Oracle Assets updates the depreciation expense, transfers the cost and accumulated depreciation to the new accounts, lists the asset under the new category, and retains the depreciation defaults.

Reclassification does not redefault the depreciation rules to the default rules from the new category. You must manually change the depreciation rules in the Books or the Mass Change window.

Adjusting Asset Units

Adjusting Asset Units

- You change the number of units for the asset in the Asset Details window.
- You are not retiring these units; you are adjusting the number of units to reflect the correct amount.

Assigning Units

- You update the distribution lines for the asset to reflect the new units.
- The Units to Assign field must be zero before you save your work (You must assign all units).
- If all units remain in the original organization, Oracle Assets does not create any journal entries.

Adjusting Asset Units

Find Assets

Oracle Assets

N → Assets → Asset Workbench

Find Details

The screenshot shows the 'Find Assets' window in Oracle Assets. The 'Find by Asset Detail' tab is active. The input fields are arranged in two columns. The left column contains 'Asset Number', 'Tag Number', 'Serial Number', and 'Warranty Number'. The right column contains 'Description', 'Category', and 'Asset Key'. The 'Category' field has a dropdown arrow. At the bottom of the window are four buttons: 'Clear', 'New', 'QuickAdditions', and 'Find'.

Note: At least one field is required on the Find by Asset Details tab, Find by Assignment tab, Find by Source Line tab, or Find by Lease tab.

1. In the Find Assets window, Find by Asset Detail Tab, enter the Asset Number if known, and select (B) Find.

Assets

Asset Number	Description	Tag Number	Category
1000002	210031262 - PRISM SOFTWARE		FRA.18306000.31470
1000003	210031262 - PRISM SOFTWARE		FRA.18306000.31470
FRA00001	DELPHI COMPUTER		FRA.17506000.31460
FRA007786	PERSONAL PROPERTY ACCO	007786	FRA.18306000.31470
FRA008084	MULTIPOINT CONTROL UNIT	008084	FRA.18306000.31470
FRACIP1	BUILDING IMPROVEMENT		FRA.17306000.32020

Buttons: New, QuickAdditions, Subcomponents, Retirements, Books, Source Lines, Assignments, Open

- In the Asset window, choose the Asset that needs to be adjusted.

ASSETS		
Field Name	Comments	Required?
Asset Number	The Asset Number field displays the asset number that uniquely identifies each asset.	Display Only
Description	The Description field displays the description of the asset.	Display Only
Tag Number	The Tag Number field displays the Tag Number assigned to the asset	Display Only
Category	The Category field displays the Asset Category flexfield that contains Operating Administration, Account, and Class.	Display Only
Serial Number	If applicable, this field displays the Serial Number.	Display Only
Asset Key	The Asset Key field displays the Asset Key flexfield that contains the Book, Region, and Organization for this asset.	Display Only
Asset Type	The Asset Type field displays Capitalized, Construction-in-Process (CIP) or Expensed.	Display Only
Units	The number of units represents the number of components included as part of an asset.	Display Only
Property Type	If applicable, this field displays the Property Type of the Asset.	Display Only
Ownership	This field displays whether the asset is Owned or Leased.	Display Only
Property Class	This field displays the Property Class of the Asset.	Display Only

Inventorial checkbox	When you check the In Physical Inventory check box in the asset details window, it indicates that this asset will be included when you run the Physical Inventory comparison.	Display Only
<i>The following fields are optional</i>		
Parent Asset	If the asset is a component of another asset, it is tracked as a subcomponent of its parent asset. This field displays the parent asset number for a subcomponent asset.	Display Only
Parent Description	This field displays the description of the Parent Asset.	Display Only
Manufacturer	This field displays the Manufacturer name if applicable.	Display Only
Model	This field displays the Model number of the asset if applicable.	Display Only
Lease Number	If the asset is assigned to a lease the Lease Number will be displayed here. If you are entering a leasehold improvement and you complete the Parent Asset field in the Asset Details window, Oracle Assets displays the related lease information from the parent asset. You cannot provide separate lease information for the leasehold improvement.	Display Only
Lessor	This field displays the Lessor that is attached to the Lease Number when the lease is defined.	Display Only
Lease Description	This field displays the Lease Description defined when the lease is defined.	Display Only
Lease []	Not used in DELPHI.	Display Only
Bought	This field displays whether the asset was bought New or Used.	Display Only
In Use check box	The In Use check box is for your reference only. It indicates whether the asset is in use. Use this check box in the asset details window to track that the asset is not in use.	Display Only

3. Select (B) Open to open the Asset Details window.

Asset Details

4. In the Asset Detail window change the Units field to include the correct number of units.

ASSET DETAILS		
Field Name	Comments	Required?
Asset Number	An asset number uniquely identifies each asset. When you add an asset you can enter the asset number, or leave the field blank for automatic asset numbering. Manual numbering is recommended, using your agency identifier followed by a sequential number.	No
Description	Enter a brief description of the asset.	Yes
Tag Number	Enter a unique Tag Number. The Tag Number can be used to track the asset.	No
Category	Oracle Assets defaults depreciation rules based on the category, book and date placed in service. Place cursor in the Category field and select LOV and the Category Flexfield window will appear.	Yes
[]	This field is not used in DELPHI.	No
Serial Number	Enter serial number.	No
Asset Key	The asset key allows you to group assets or identify asset groups quickly. It does not have financial impact. Place cursor in the Asset Key field and select LOV and the Asset Key Flexfield window will appear.	Yes
Asset Type	Use the drop down list to choose the Asset Type of Capitalized or CIP.	Yes
Units	Change number of units to include the number of components included as part of the asset. The Units default is 1.	Yes

Parent Asset	From the LOV choose the parent asset to which your asset belongs if you are adding a subcomponent asset.	No
Description	This field displays the description of the Parent Asset chosen in the Parent Asset field.	Display Only
Manufacturer	Enter the name of the Manufacturer for this asset.	No
Model	Enter the Model number if applicable.	No
Warranty Number	If the asset is covered by a warranty, from the LOV choose the warranty number.	No
Lease Number	You can enter lease information only for an asset assigned to a leased asset category. From the LOV, choose the applicable Lease Number. (Before adding a lease to an asset, you must use the Leases window to define the lease.)	No
Description	The lease description defaults in when you choose a Lease Number.	Display Only
[]	Not used in DELPHI at this time.	No
Lessor	The Lessor field defaults in when you choose a Lease Number.	Display Only
In Use	The In Use checkbox indicates whether the asset is in use.	No
In Physical Inventory	Check the In Physical Inventory checkbox to include this asset when you run the Physical Inventory comparison report. Or uncheck the In Physical Inventory checkbox if you do not want assets in a particular category to be included in physical inventory.	No
Property Type	From the LOV, choose from Contractor, Heritage, Personal or Real for the Property Type.	No
Ownership	From the dropdown list, choose whether the Ownership is Owned or Leased.	Yes
Property Class	Not used in DELPHI.	No
Bought	From the dropdown box, choose whether the asset was bought New or Used.	Yes

5. Select (B) Done. This will open the Assignments window.

Assignments

Asset Number **FRA00001** Reference Number

Book **FRA** Transfer Date **31-JUL-2001**

Comments

Total Units **5** Unit of Measure

Units to Assign **4**

— **Employee**

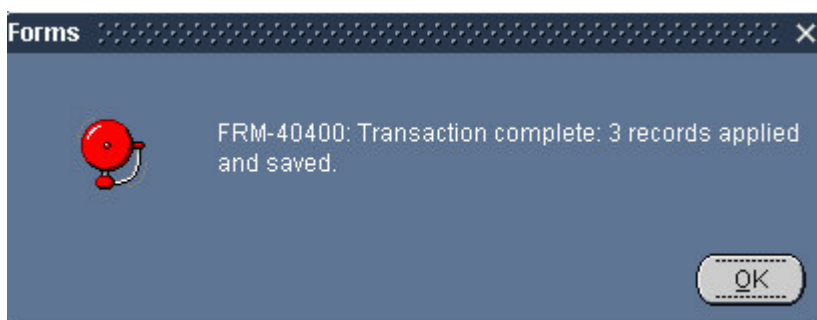
Unit Change	Units	Name	Number	Expense Account	Location
<input checked="" type="checkbox"/>	1			2710700000.2001.0901050000.4040	FRA HQ.DC.WASHING
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

6. In the Assignment window select the Unit Change field and enter the number of units to change.

ASSIGNMENTS		
Field Name	Comments	Required?
Asset Number	The Asset Number field is display only and protected from update.	Display Only
Reference Number	The Reference Number field is protected from update.	Display Only
Book	The Book field defaults from the Books window.	Display Only
Transfer Date	The Transfer Date defaults from the Date in Service entered on the Books form.	Display Only
Comments	Enter comments to explain the assignment.	No
Distribution Set	The Distribution Set drop down list is used to choose a predefined distribution set for an asset. Not used in DELPHI.	No
Unit of Measure	The Unit of Measure field is protected from update.	No
Total Units	The Total Units field defaults from the units entered in Asset Details window.	Display Only
Units to Assign	Oracle Assets displays the number of units available to assign.	Display Only
[]	Descriptive flexfield not used in DELPHI.	No
Unit Change	The number of units that you enter tells the depreciation program what fraction of depreciation expense to charge to that account. (Can be less than 1).	Yes
Units	The Units field displays the number of units assigned to that assignment.	Display Only

Employee Name	The name of the employee the asset is assigned to. Select from LOV.	No
Employee Number	Generated from Employee Name.	No
Expense Account	In the Expense Account field enter the expense account that the asset is to be assigned. With the cursor in the Expense Account field, select LOV and the Alias? window will appear. The Expense Account is used to record depreciation for the asset.	Yes
Location	In the Location field enter the physical location that the asset is to be assigned. With the cursor in the Location field, select LOV and the Location flexfield window will appear.	Yes

7. When the Units to Assign field shows zero, select (B) Done to save your work.



8. Select (B) OK.

Adjusting Financial Information of an Asset

Adjusting an Asset's Financial Information

What you adjust depends on the time period and the asset type.

Time Period or Asset Type	What You Adjust
Before running depreciation	Anything about an asset
After running depreciation	Asset cost, salvage value, prorated convention, depreciation method, life, capacity and unit of measure (in the book), rate, date placed in service.
Fully reserved asset	The same fields as an asset for which you have run depreciation.
Fully retired asset	Nothing

Reclassify an asset or change its units after running depreciation.

Updating Financial Information

Select the book in which you want to change financial information.

Adjusting Financial Information of an Asset

Find Assets

Oracle Assets

N → Assets → Asset Workbench

Find Assets

The screenshot shows the 'Find Assets' window in Oracle Assets. The 'Find by Asset Detail' tab is active. The input fields are arranged in two columns. The left column contains 'Asset Number', 'Tag Number', 'Serial Number', and 'Warranty Number'. The right column contains 'Description', 'Category', and 'Asset Key'. The 'Category' field has a small dropdown arrow on its right. At the bottom of the window, there are four buttons: 'Clear', 'New', 'QuickAdditions', and 'Find'.

Note: At least one field is required on the Find by Asset Details tab, Find by Assignment tab, Find by Source Line tab, or Find by Lease tab.

1. In the Find Assets Window, choose the Find by Asset Detail Tab. Enter the Asset Number if known, and select (B) Find.

Note: To Amortize adjustments of an asset the Allow Amortized Changes box must be checked in the Book Controls window during setup or at a later time as needed.

Assets

Asset Number	Description	Tag Number	Category
1000002	210031262 - PRISM SOFTWARE		FRA.18306000.31470
1000003	210031262 - PRISM SOFTWARE		FRA.18306000.31470
FRA00001	DELPHI COMPUTER		FRA.17506000.31460
FRA007786	PERSONAL PROPERTY ACCO	007786	FRA.18306000.31470
FRA008084	MULTIPOINT CONTROL UNIT	008084	FRA.18306000.31470
FRACIP1	BUILDING IMPROVEMENT		FRA.17306000.32020

Buttons: New, QuickAdditions, Subcomponents, Retirements, Books, Source Lines, Assignments, Open

- In the Assets window, choose the asset that needs a Financial Information update. Select (B) Books.

ASSETS		
Field Name	Comments	Required?
Asset Number	The Asset Number field displays the asset number that uniquely identifies each asset.	Display Only
Description	The Description field displays the description of the asset.	Display Only
Tag Number	The Tag Number field displays the Tag Number assigned to the asset.	Display Only
Category	The Category field displays the Asset Category flexfield that contains Operating Administration, Account, and Class.	Display Only
Serial Number	If applicable, this field displays the Serial Number.	Display Only
Asset Key	The Asset Key field displays the Asset Key flexfield that contains the Book, Region, and Organization for this asset.	Display Only
Asset Type	The Asset Type field displays Capitalized, Construction-in-Process (CIP) or Expensed.	Display Only
Units	The number of units represents the number of components included as part of an asset.	Display Only
Property Type	If applicable, this field displays the Property Type of the Asset.	Display Only
Ownership	This field displays whether the asset is Owned or Leased.	Display Only
Property Class	This field displays the Property Class of the Asset.	Display Only

Inventorial checkbox	When you check the In Physical Inventory check box in the asset details window, it indicates that this asset will be included when you run the Physical Inventory comparison.	Display Only
<i>The Following Fields Are Optional Displayed</i>		
In Use check box	The In Use check box is for your reference only. It indicates whether the asset is in use.	Display Only
Parent Asset	If the asset is a component of another asset, it is tracked as a subcomponent of its parent asset. This field displays the parent asset number for a subcomponent asset.	Display Only
Parent Description	This field displays the description of the Parent Asset.	Display Only
Manufacturer	This field displays the Manufacturer name if applicable.	Display Only
Model	This field displays the Model number of the asset if applicable.	Display Only
Lease Number	If the asset is assigned to a lease the Lease Number will be displayed here. If you are entering a leasehold improvement and you complete the Parent Asset field in the Asset Details window, Oracle Assets displays the related lease information from the parent asset. You cannot provide separate lease information for the leasehold improvement.	Display Only
Lessor	This field displays the Lessor that is attached to the Lease Number when the lease is defined.	Display Only
Lease Description	This field displays the Lease Description defined when the lease is defined.	Display Only
Lease []	Not used in DELPHI.	Display Only
Bought	This field displays whether the asset was bought New or Used.	Display Only

Books

Before running depreciation (in the period in which you added the asset) you can change any field. After you have run depreciation (in any period after the one in which you added the asset) you can change asset cost, salvage value, prorate convention, depreciation method, and life. If the asset is fully retired, you cannot change any fields.

Books

Asset Number: FRA00001 Reference Number: []

Book: FRA ☐ Amortize Adjustment

Comments: []

Depreciation

Current Cost	5,000.00	YTD Depreciation	249.99
Original Cost	5,000.00	Accumulated Depr	249.99
Salvage Value	0.00	Ceiling	[]
Recoverable Cost	5,000.00	Revaluation Ceiling	[]
Net Book Value	4,750.01	Revaluation Reserve	0.00

☒ Depreciate

Date in Service: 31-OCT-2002

Prorate Convention: FOL MONTH

Prorate Date: 01-NOV-2002

Amortization Start Date: []

☐ Short Fiscal Year

Conversion Date: []

Original Depr Start Date: []

Method

Method: STL

Life Years: 5

Months: 0

Bonus Rule: []

[Change Group] [Unplanned Depreciation] [Done] [Cancel]

3. In the Books window, from LOV, select the book.
4. Select the Amortize Adjustment checkbox to spread the adjustment amount over the remaining life or remaining capacity of the asset or leave it unchecked to expense the adjustment in the current period.

To amortize adjustments using a retroactive start date, you change the default amortization start date (usually the system date) to a date in a previous period. Any adjustment not taken since the amortization start date is taken in the current period.

You must choose whether to expense or amortize the adjustment following the period in which you added the asset. You cannot expense adjustments after amortizing an adjustment for that asset. You must amortize all future adjustments.

Amortizing the adjustment spreads the amount over the remaining life of the asset. Not amortizing causes Oracle Assets to expense the amount in the current period.

Adjustments to Expense or Amortize

- Recoverable cost
- Depreciation methods
- Asset life

Changing financial information does not adjust depreciation in the period in which you add an asset, because no depreciation has been taken. In later periods, choose to amortize or expense the adjustment to depreciation.

5. Select the current cost field and change the current cost amount or salvage value amount.

BOOKS		
Field Name	Comments	Required?
Asset Number	Displays the Asset Number.	Display Only
Reference Number	The Reference Number field is protected from update.	Display Only
Book	From the LOV, choose the Depreciation Book.	Yes
Amortize Adjustment	Select the Amortize Adjustment check box to spread the adjustment amount over the remaining life of the asset or leave it unchecked to expense the adjustment in the current period.	No
Comments	Optionally enter comments for this adjustment.	No
Amortize NBV over Remaining Life	Field is protected from update. This field is only available for new assets.	Display Only
Depreciation Area		
Current Cost	When you select the Current Cost field and change the current cost amount the Recoverable Cost field and Net Book Value Field are automatically adjusted.	Yes
YTD Depreciation	Displays the Depreciation amount for the current year.	Display Only
Original Cost	The Original Cost field is protected from update.	Display Only
Accumulated Depr	Displays the Depreciation amount taken for the life of the asset.	Display Only
Salvage Value	Change the Salvage Value of the asset if applicable.	Yes
Ceiling	The Ceiling field is protected from update.	Display Only
Recoverable Cost	The Recoverable Cost field displays the current cost less the salvage value.	Display Only
Revaluation Ceiling	Not used in DELPHI.	No
Net Book Value	The Net Book Value field displays the current cost less the accumulated depreciation.	Display Only
Revaluation Reserve	The Revaluation Reserve field is protected from update.	Display Only
Depreciate	For Capitalized Assets only, check if Asset is Subject Depreciated or uncheck if Asset is not subject to Depreciation.	No
Date in Service	Enter the Date Placed in Service. Date must be less than or equal to the current period. Select from LOV.	Yes
Prorate Convention	From the LOV, choose the Prorate Convention.	Yes
Prorate Date	The Prorate Date is generated based on the Date in Service and the Prorate Convention.	Display Only
Amortization Start Date	Amortization Start Date can only be entered if Amortize Adjustments is checked. Date defaults to current date when Amortize Adjustments is checked. The date can be changed to a prior date if needed.	No
Short Fiscal Year	Field is protected from update.	Display Only

Conversion Date	Field is protected from update.	Display Only
Original Depr Start Date	Field is protected from update.	Display Only
Method Area		
Method	From the LOV, choose the appropriate depreciation method.	Yes
Life Years	From the LOV, choose the appropriate Life Years for this asset.	Yes
Months	From the LOV, choose the appropriate number of Months to depreciate.	Yes
Bonus Rule	Not used in DELPHI.	No

Unplanned Depreciation

6. Select (B) Unplanned Depreciation.

7. Using the grid below, enter the following information in the In the Unplanned Depreciation window.

UNPLANNED DEPRECIATION		
Field Name	Comments	Required?
Type	Select Type from LOV.	No
Amount	Enter the amount of the unplanned depreciation as a positive or negative value. The depreciation amount cannot be greater than the net book value of the asset.	Yes
Expense Account	In the Expense Account field, select LOV to bring up the AFF window to enter the Expense Account for this asset. This depreciation expense account can be different from the Normal depreciation expense account.	Yes

FRA_AFF

FUND **2710700000** SAFETY AND OPERATIONS, FRA, FY-01, DIRECT

BUDGET YEAR **2001** BY 2001

BPAC **0901050000** SAL EXP ADMINISTRATION FINANCE

ORGANIZATION **4040000000** FINANCIAL SERVICES, OFFICE OF

OBJECT CLASS **31460** ADP EQUIPMENT-CAPTLZDEQUIPMENT ADP EQP-C AUD VIS/REPROD EQ-CAPEQUIPM

SGL ACCOUNT **67106600** N,P - DEPRECIATION, AMORTIZATION, AND DEPLETION

FUTURE 1 **0000000000** NOT APPLICABLE

FUTURE 2 **0000000000** NOT APPLICABLE

FUTURE 3 **0000000000** NOT APPLICABLE

FUTURE 4 **0000000000** NOT APPLICABLE

OK Cancel Combinations Clear Help

8. In the AFF window enter the following information and select (B) OK to return to the Unplanned Depreciation window.

AFF		
Field Name	Comments	Required?
Fund	From LOV, select the Fund.	Yes
Budget Year	From LOV, select the Budget Year.	Yes
BPAC	From LOV, select the BPAC.	Yes
Organization	From LOV, Select the Organization.	Yes
SGL_ACCT	From LOV, select the SGL_ACCT.	Yes
Future 1 through 4	Enter zeroes in each field.	Yes

Unplanned Depreciation

Type

Amount **25.00**

Expense Account **2710700000.2001.0901050000.4040000000.3**

☐ Amortize From Current Period

Done Cancel

9. In the Unplanned Depreciation window determine the status of the Amortize From Current Period checkbox.

UNPLANNED DEPRECIATION (continued)

Field Name	Comments	Required?
Amortize From Current Period check box	Check to Amortize the depreciation adjustment or leave unchecked to expense the depreciation adjustment in the current period.	No

10. Select (B) Done.

Recording Amortized Cost Adjustments

Amortized Cost Adjustment: Depreciation Trend

Period (Year, Quarter)		Asset Cost	Accumulated Depreciation	Year-to-Date Depreciation	Depreciation Expense
Year 1	Q1	\$ 4,000.00	\$ 250.00	\$ 250.00	\$ 250.00
	Q2	\$ 4,000.00	\$ 500.00	\$ 500.00	\$ 250.00
	Q3	\$ 4,000.00	\$ 750.00	\$ 750.00	\$ 250.00
	Q4	\$ 4,000.00	\$ 1,000.00	\$ 1,000.00	\$ 250.00
Year 2	Q1	\$ 4,000.00	\$ 1,250.00	\$ 250.00	\$ 250.00
	Q2	\$ 4,800.00	\$ 1,572.00	\$ 572.73	\$ 322.73
	Q3	\$ 4,800.00	\$ 1,895.46	\$ 895.46	\$ 322.73
	Q4	\$ 4,800.00	\$ 2,218.18	\$ 1,218.18	\$ 322.72
Year 3	Q1	\$ 4,800.00	\$ 2,540.91	\$ 332.73	\$ 322.73
	Q2	\$ 4,800.00	\$ 2,863.64	\$ 645.46	\$ 322.73
	Q3	\$ 4,800.00	\$ 3,186.37	\$ 968.19	\$ 322.73
	Q4	\$ 4,800.00	\$ 3,509.09	\$ 1,290.91	\$ 322.72
Year 4	Q1	\$ 4,800.00	\$ 3,831.82	\$ 332.73	\$ 322.73
	Q2	\$ 4,800.00	\$ 4,154.55	\$ 645.46	\$ 322.73

Note that in year 2 Quarter 2 an adjustment to the asset cost was made and the depreciation expense is not adjusted for prior periods.

Performing a Mass Change on Assets

Making Changes to More Than One Asset

Sometimes a change applies to more than one asset. This can be a change in the prorate convention, the depreciation method, or the life. If you enable Mass Change for the specified book, you can make expensed adjustments to financial information for a group of assets.

Performing a Mass Change on Assets

Mass Changes

Oracle Assets

N → Mass Transactions → Changes

Mass Changes

Book **FRA** ...

Status **NEW**

☐ Amortize Adjustments

Mass Transaction Number

Request Number

Change Date **06-FEB-2003** []

Assets to Change

Asset Numbers -

Dates Placed in Service -

Category

☐ Change Fully Reserved Assets

Changes

	Before	After
Prorate Convention	FOL MONTH	Convention QUARTERLY
Depreciation Method		Method
Life Years		Life Years
Months		Months
Bonus Rule		Bonus Rule

Review Run Preview

1. In the Mass Changes window enter the following information to change the prorate convention, depreciation method, and asset life of a group of assets.

MASS CHANGES		
Field Name	Comments	Required?
Book	From LOV choose the depreciation book to which you want to make changes. (The Allow Mass Changes must be check in the Book Controls window for this book before you can make Mass Changes).	Yes
Mass Transaction Number	When you save your mass change definition, Oracle Assets assigns a unique mass transaction number to it.	Display Only

	(Once the preview report is examined use the mass transaction number to query a mass change definition).	
Status	Before you preview the mass change the Status field displays NEW, after the preview has run the Status field displays PREVIEWED. When the mass change is running the Status field displays RUNNING. After the mass change has run the status field displays COMPLETED.	Display Only
Request Number	Oracle Assets records the request number of the concurrent process created when you preview or perform a mass change.	Yes
Amortization Adjustments	A checked box indicates whether this Mass Change will be amortized. When selected, the label of the “Change Date” field will be switched to “Amortization Date”. You can enter a past date to retroactively apply this transaction.	No
Change Date (Amortization Date)	Select Date from LOV. (Oracle Assets defaults the current date when the current date falls into the current accounting period.	Display Only
[]	Descriptive flexfield not used in DELPHI at this time.	No
Assets to Change Area		
Asset Numbers From	From LOV choose the first number in the range that you want. (If you enter a range of asset numbers, the mass change applies only to assets in the range).	No
Asset Numbers To	From LOV choose the last number in the range that you want. (If you enter a range of asset numbers, the mass change applies only to assets in the range).	No
Dates Placed in Service From	From LOV choose the first date placed in service in the range that you want. (If you enter a range of dates, Oracle Assets changes only the assets in service during the range).	No
Dates Placed in Service To	From LOV choose the last date placed in service in the range that you want. (If you enter a range of dates, Oracle Assets changes only the assets in service during the range).	No
Category	From LOV choose the category of the assets you want to change. Place cursor in the Category field and select LOV and the Category Flexfield window will appear.	No

Note: If a from value is entered, a to value must also be entered.

The screenshot shows the 'Category Flexfield' window with the following fields and values:

- OPERATING ADMIN: FRA (FEDERAL RAILROAD ADMINISTRATION)
- ACCOUNT: 17506000 (EQUIPMENT)
- CLASS: 31460 (ADP EQUIPMENT CAPITALIZED)

At the bottom, there are buttons for OK, Cancel, Combinations, Clear, and Help.

- In the Category Flexfield enter the following fields and select (B) OK to return to the Mass Changes window.

CATEGORY FLEXFIELD		
Field Name	Comments	Required?
Operating Administration	From the LOV, choose the Operating Administration.	Yes
Account	From the LOV, choose the Account.	Yes
Class	From the LOV, choose the Class.	Yes

Mass Changes

Book **FRA** Mass Transaction Number

Status **NEW** Request Number

☐ Amortize Adjustments Change Date **06-FEB-2003** []

Assets to Change

Asset Numbers -

Dates Placed in Service -

Category

☐ Change Fully Reserved Assets

Changes

	Before		After
Prorate Convention	FOL MONTH	Convention	QUARTERLY
Depreciation Method	<input type="text"/>	Method	<input type="text"/>
Life Years	<input type="text"/>	Life Years	<input type="text"/>
Months	<input type="text"/>	Months	<input type="text"/>
Bonus Rule	<input type="text"/>	Bonus Rule	<input type="text"/>

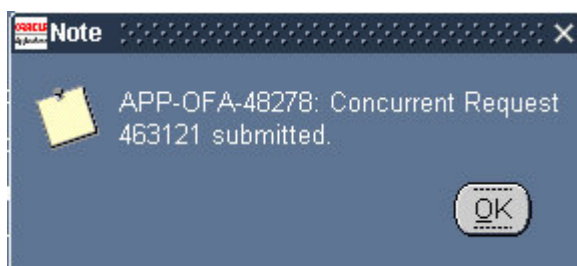
3. In the Mass Changes window continue entering the following information.

MASS CHANGES (continued)		
Assets to Change Area		
Field Name	Comments	Required?
Change Fully Reserved Assets	Check the Change Fully Reserved Assets checkbox to apply the mass change to fully reserved assets, or accept the default of not checked to prevent the mass change from affecting fully reserved assets.	No
Changes Area		
Before		
Prorate Convention	From LOV choose the old prorate convention if you want to change assets from an old prorate convention to a new prorate convention.	No
Depreciation Method	From LOV choose the old depreciation method if you want to change assets from an old depreciation method to a new depreciation method.	No

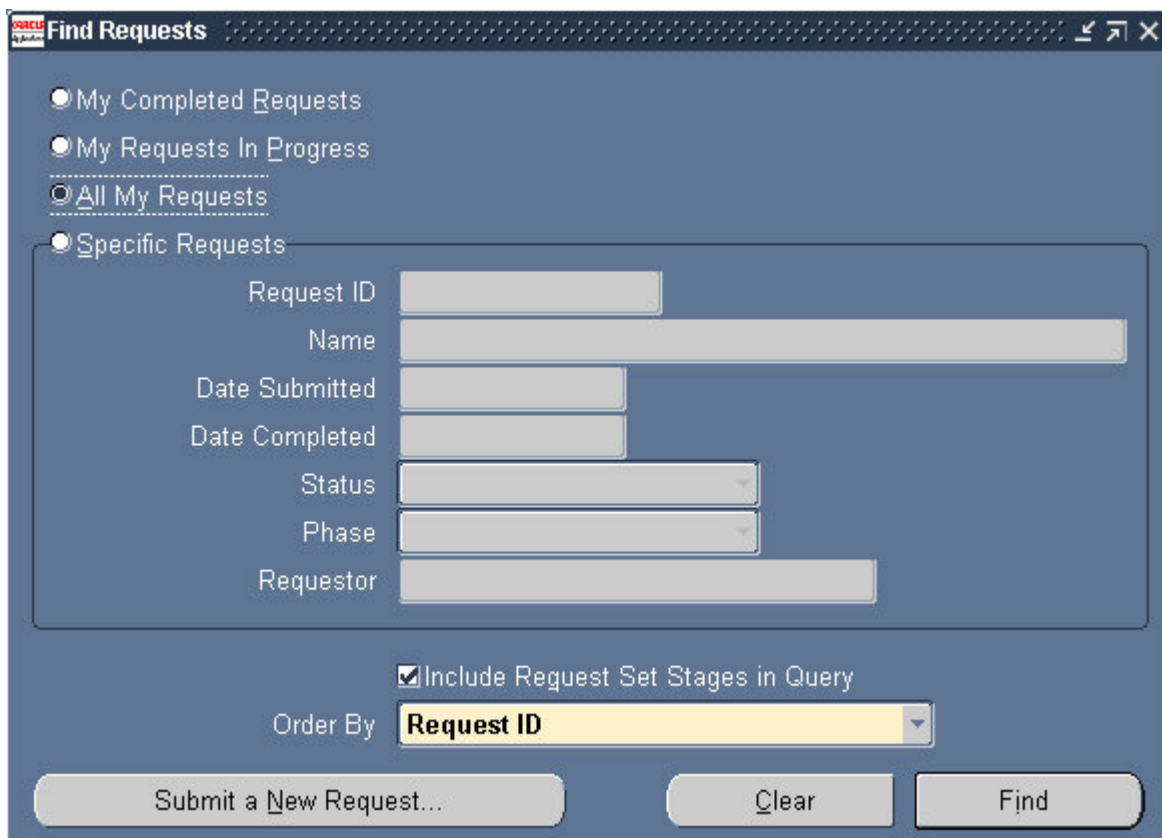
Life Years	From LOV enter a value in this field if you entered a life-based depreciation method in the Old Depreciation Method field.	No
Months	From LOV enter a value in this field if you entered a life-based depreciation method in the Old Depreciation Method field.	No
Bonus Rule	From LOV select the rule you want to change From.	No
After		
Convention	From LOV choose the new prorate convention if you want to change assets from an old prorate convention to a new prorate convention.	No
Method	From LOV choose the new depreciation method if you want to change assets from an old depreciation method to a new depreciation method.	No
Life Years	From LOV enter a value in this field if you entered a life-based depreciation method in the New Depreciation Method field.	No
Months	From LOV enter a value in this field if you entered a life-based depreciation method in the New Depreciation Method field.	No
Bonus Rule	From LOV select the rule you want to change to.	No

Note: Each before value must have an after value.

4. Select (B) Preview to run the Mass Change Preview Report and view the effects of the Mass Change before you perform it. Make a note of the Mass Transaction number.



5. In the Note window make note of the Concurrent Request number and select (B) OK.
6. To view the Mass Change Preview Report use (M) View: Requests.



Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☐ All My Requests
☐ Specific Requests

Request ID:
 Name:
 Date Submitted:
 Date Completed:
 Status:
 Phase:
 Requestor:

☒ Include Request Set Stages in Query
 Order By: **Request ID**

Submit a New Request... Clear Find

7. In the Find Request window, accept the default of All My Requests and select (B) Find.



Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
463121	Mass Change Preview Re		Completed	Normal	P_MASS_CHANGE_ID=21
463090	Security List Maintenan		Completed	Normal	27-SEP-2001, FRA, LOCAL
463069	Security List Maintenan		Completed	Normal	01-SEP-2001, FRA, LOCAL

Hold Request View Details... View Output
 Cancel Request Diagnostics View Log...

8. In the Requests window select the Request ID for the Mass Change Preview Report and select (B) View Output.
9. Use the scroll bars at the side and bottom of the report to view the entire report.

Report request ID: 1404669

Page 1 Font Size 10

DEPARTMENT OF TRANSPORTATION
Book: FRA

Mass Change Preview Report
Mass Transaction Number: 215

Report Date: 06-FEB
Page: 1

From Asset Number:
To Asset Number:
From Date Placed In Service:
To Date Placed In Service:

-----From----- | -----To-----

Asset Number	Category	Asset Description	Method	Life Yr.Mo	Prorate Convention	Method	Life Yr.Mo
1002446	FRA.17506000.31270	Computer			FOL MONTH		
1002447	FRA.17506000.31460	Computer			FOL MONTH		
1002449	FRA.17506000.31680	Computer			FOL MONTH		
1002450	FRA.17506000.31260	Monitor			FOL MONTH		
1234	FRA.17506000.31680	Computer			FOL MONTH		
FRA2	FRA.17506000.31230	TRUCK			FOL MONTH		
FRA4	FRA.17506000.31460	MY ASSET			FOL MONTH		
FRA6	FRA.17506000.31460	CAMERA			FOL MONTH		
FRA7	FRA.17506000.31030	FIFTH WHEEL			FOL MONTH		
KELLY-01	FRA.17506000.31270	Printer			FOL MONTH		
KELLY-84	FRA.17506000.31460	Telephone switch			FOL MONTH		
KELLY-85	FRA.17506000.31260	Headset			FOL MONTH		
KELLY-86	FRA.17506000.31460	Scanner			FOL MONTH		
KELLY-87	FRA.17506000.31090	Computer			FOL MONTH		
KELLY-88	FRA.17506000.31460	Printer			FOL MONTH		
KJ 123	FRA.17506000.31260	Laptop			FOL MONTH		

Go To... First Previous Next Last

Note: If the Mass Change does not produce the desired results update the definition in the Mass Change window and rerun the Mass Change Preview Report.

10. Close the Report and Requests windows and return to the Mass Changes window. Query the Mass Change from (M) View: Find. A list of changes appears in the Find Mass Changes window.

Find Mass Changes

Find

Book	Transaction Num	Change Date
FRA	174	31-DEC-2002
FRA	175	31-DEC-2002
FRA	176	31-DEC-2002
FRA	177	31-DEC-2002
FRA	178	31-DEC-2002
FRA	182	23-JAN-2003
FRA	184	23-JAN-2003
FRA	185	23-JAN-2003
FRA	186	23-JAN-2003
FRA	215	06-FEB-2003

Find OK Cancel

11. Select the Transaction Number of your change and select (B) Find.

Mass Changes

Book Mass Transaction Number

Status Request Number

☐ Amortize Adjustments Change Date []

Assets to Change

Asset Numbers -

Dates Placed in Service -

Category

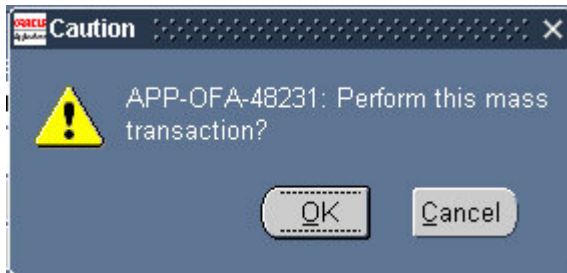
☐ Change Fully Reserved Assets

Changes

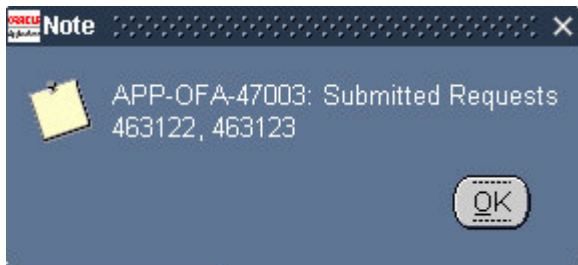
	Before	After
Prorate Convention	<input type="text" value="FOL MONTH"/>	Convention <input type="text" value="QUARTERLY"/>
Depreciation Method	<input type="text"/>	Method <input type="text"/>
Life Years	<input type="text"/>	Life Years <input type="text"/>
Months	<input type="text"/>	Months <input type="text"/>
Bonus Rule	<input type="text"/>	Bonus Rule <input type="text"/>

Review Run Preview

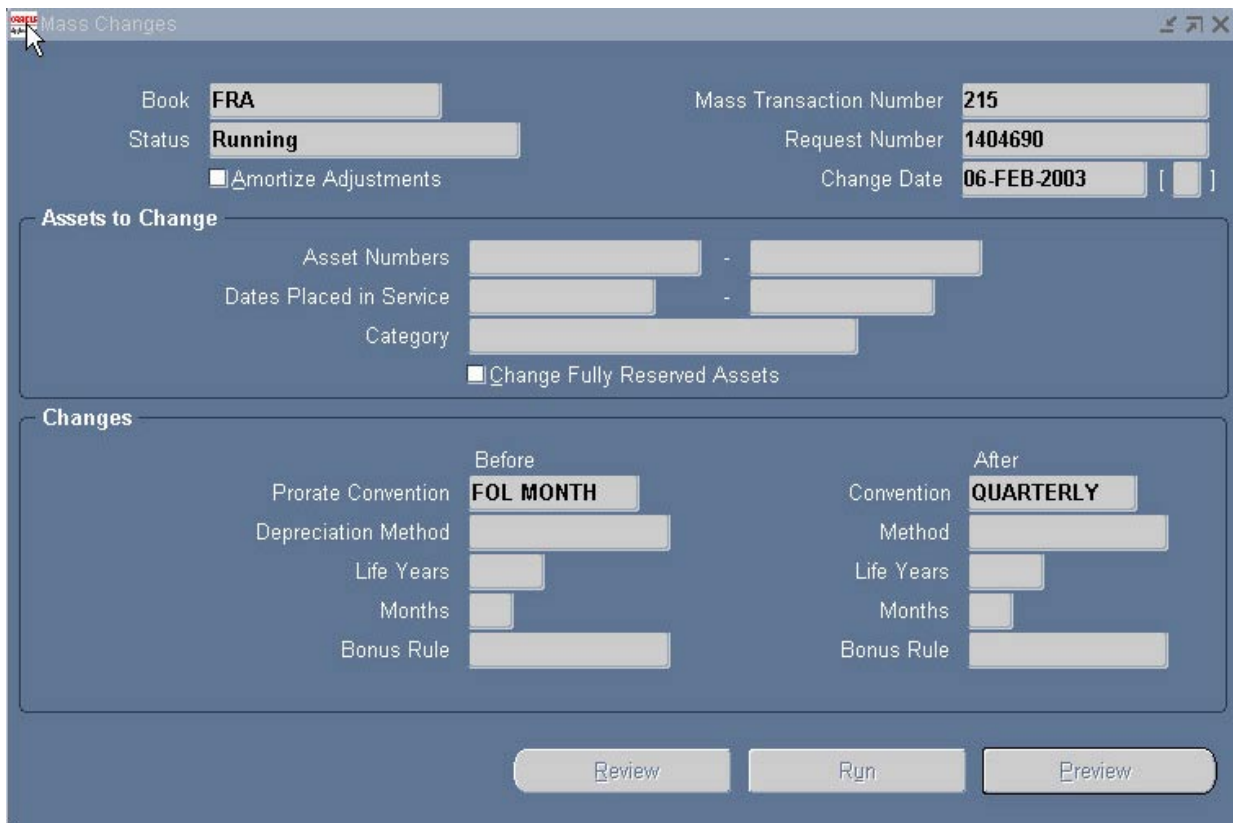
12. To run the Mass Change, select (B) Run.



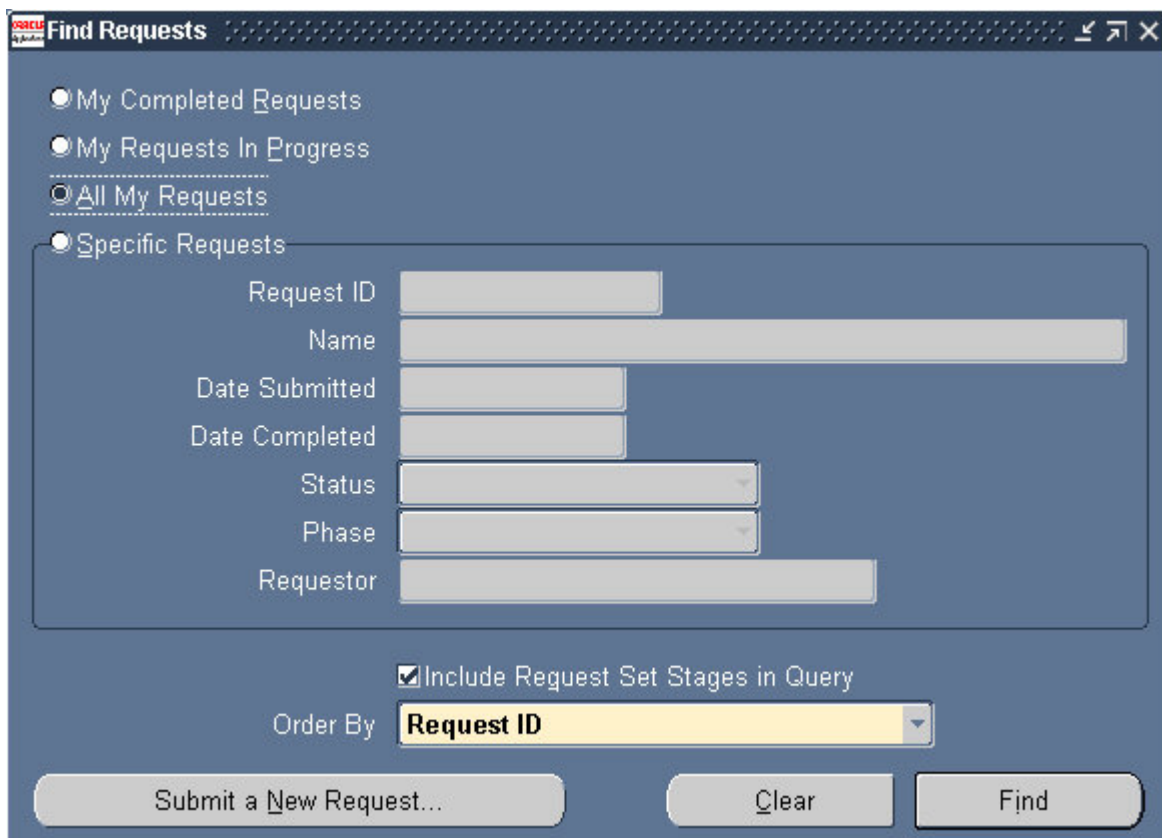
13. In the Caution window select (B) OK to perform the Mass Transaction.



14. In the Note window, select (B) OK.

A screenshot of the "Mass Changes" window in a software application. The window has a title bar with "MASSCHG" and "Mass Changes". It contains several input fields and checkboxes. At the top, "Book" is set to "FRA", "Status" is "Running", "Mass Transaction Number" is "215", "Request Number" is "1404690", and "Change Date" is "06-FEB-2003". There is a checkbox for "Amortize Adjustments". Below this is a section titled "Assets to Change" with fields for "Asset Numbers", "Dates Placed in Service", and "Category", along with a checkbox for "Change Fully Reserved Assets". The bottom section is titled "Changes" and shows a comparison of settings "Before" and "After". "Before" settings include "Prorate Convention" (FOL MONTH), "Depreciation Method", "Life Years", "Months", and "Bonus Rule". "After" settings include "Convention" (QUARTERLY), "Method", "Life Years", "Months", and "Bonus Rule". At the bottom of the window are three buttons: "Review", "Run", and "Preview".

15. In the Mass Changes window make note that the status has changed to Running. Verify that the Mass Change has completed by going to (M) View: Requests.



Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☐ All My Requests
☐ Specific Requests

Request ID:
 Name:
 Date Submitted:
 Date Completed:
 Status:
 Phase:
 Requestor:

☒ Include Request Set Stages in Query
 Order By: **Request ID**

Submit a New Request... Clear Find

16. In the Find Requests window, select (B) Find.



Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
463121	Mass Change Preview Re		Completed	Normal	P_MASS_CHANGE_ID=21
463090	Security List Maintenanc		Completed	Normal	27-SEP-2001, FRA, LOCAL
463069	Security List Maintenanc		Completed	Normal	01-SEP-2001, FRA, LOCAL

Hold Request View Details... View Output
 Cancel Request Diagnostics View Log...

17. In the Requests window, select (B) Refresh Data until the Phase shows completed.
18. Re-Query the Mass Change to see the status changed to Completed. (M) View: Find. A list of changes appears in the Find Mass Changes window.

Book **FRA** Mass Transaction Number **215**

Status **Completed** Request Number **1404690**

☐ Amortize Adjustments Change Date **06-FEB-2003** []

Assets to Change

Asset Numbers -

Dates Placed in Service -

Category

☐ Change Fully Reserved Assets

Changes

	Before	After
Prorate Convention	FOL MONTH	Convention QUARTERLY
Depreciation Method		Method
Life Years		Life Years
Months		Months
Bonus Rule		Bonus Rule

Review Run Preview

19. Select the Transaction Number of your change and select (B) Find.

Mass Changes

Book **FRA** Mass Transaction Number **21**
 Status **Completed** Change Date **31-JUL-2001**
 Request Number **463122** []

Assets to Change

Asset Numbers [] - []
 Dates Placed in Service [] - []
 Category []
☐ Change Fully Reserved Assets

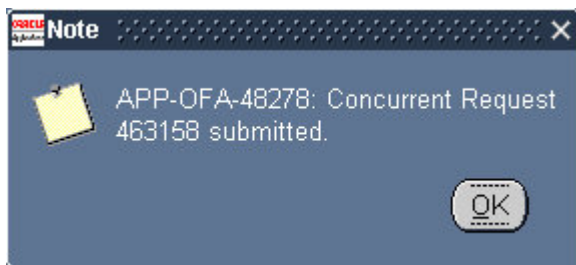
Changes

	Before	After
Prorate Convention	FOL MONTH	Convention QUARTERLY
Depreciation Method	[]	Method []
Life Years	[]	Life Years []
Months	[]	Months []
Bonus Rule	[]	Bonus Rule []

☐ Amortize Adjustments

Review Run Preview

20. Select (B) Review.



21. Make note of the Concurrent Request number and select (B) OK.

22. To view the Mass Change Review Report use (M) View: Requests.

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☐ All My Requests
☒ Specific Requests

Request ID
 Name
 Date Submitted
 Date Completed
 Status
 Phase
 Requestor

☒ Include Request Set Stages in Query
 Order By **Request ID**

Submit a New Request... Clear Find

23. In the Find Requests window, select (B) Find.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
463158	Mass Change Review Re		Completed	Normal	P_MASS_CHANGE_ID=21
463156	Mass Change Review Re		Completed	Normal	P_MASS_CHANGE_ID=25
463155	Mass Change Program		Completed	Normal	25
463149	Mass Change Preview Re		Completed	Normal	P_MASS_CHANGE_ID=25
463147	Mass Change Preview Re		Completed	Normal	P_MASS_CHANGE_ID=24
463130	Mass Change Preview Re		Completed	Normal	P_MASS_CHANGE_ID=23
463129	Mass Change Preview Re		Completed	Normal	P_MASS_CHANGE_ID=23
463128	Mass Change Review Re		Completed	Normal	P_MASS_CHANGE_ID=22
463127	Mass Change Review Re		Completed	Normal	P_MASS_CHANGE_ID=22
463126	Mass Change Program		Completed	Normal	22

Hold Request View Details... View Output
 Cancel Request Diagnostics View Log...

24. In the Requests window select the Request ID for the Mass Change Review Report that you want to view. Select (B) View Output.

Report request ID - 1404891

Page 1 Font Size 10

☐
☐
☐
☐

DEPARTMENT OF TRANSPORTATION
Book: FRA

Mass Change Review Report
Mass Transaction Number: 215

Report Date: 06-FEB
Page: 1

From Asset Number: ☐
To Asset Number: ☐
From Date Placed In Service: ☐
To Date Placed In Service: ☐

|-----From-----| |-----To-----|

Asset Number	Category	Asset Description	Method	Life Yr.Mo	Prorate Convention	Method	Life Yr.Mo
1002446	FRA.17506000.3127	Computer			FOL MONTH		
1002447	FRA.17506000.3146	Computer			FOL MONTH		
1002449	FRA.17506000.3168	Computer			FOL MONTH		
1002450	FRA.17506000.3126	Monitor			FOL MONTH		
1234	FRA.17506000.3168	Computer			FOL MONTH		
FRA2	FRA.17506000.3123	TRUCK			FOL MONTH		
FRA4	FRA.17506000.3146	MY ASSET			FOL MONTH		
FRA7	FRA.17506000.3103	FIFTH WHEEL			FOL MONTH		
KELLY-01	FRA.17506000.3127	Printer			FOL MONTH		
KELLY-84	FRA.17506000.3146	Telephone switch			FOL MONTH		
KELLY-85	FRA.17506000.3126	Headset			FOL MONTH		
KELLY-87	FRA.17506000.3109	Computer			FOL MONTH		
KJ 123	FRA.17506000.3126	Laptop			FOL MONTH		
KJ 456	FRA.17506000.3126	Laptop			FOL MONTH		
KJ 789	FRA.17506000.3126	Laptop			FOL MONTH		

Go To... First Previous Next Last

25. In the Report window use the scrollbars at the side and bottom of the page to view the entire report.

26. Close all windows.

Controlling a Mass Change

Controlling a Mass Change

Created a new change definition
Status: New

Run Mass Change Preview Report
Action: Preview
Status: Preview

Updated change definition
Status: Updated

Previewed effects of change definition
using Mass Change Preview Report
Status: Previewed

Update change information

Expected results? **No**

Yes

Run Mass Change
Action: Run
Status: Running

Change program successful? **No**

Change ended in error
Status: Error

Yes

Change completed successfully
Status: Completed

Need to review effects of change at a later time? **Yes**

Run Mass Change Review Report
Action: Review

No

Complete

Reviewed effects of Mass Change
Status: Completed

Controlling Mass Change on Assets

Controlling Mass Change

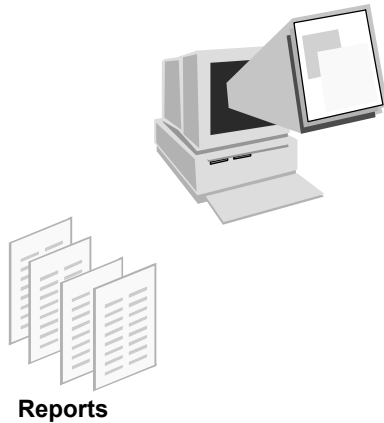
Status	Definition	Possible Action
New	Newly created Mass Change definition.	Preview, to run Preview Report
Preview	Preview report currently running.	None
Previewed	Preview report completed successfully.	Run or modify the definition and preview again.
Updated	Mass Change definition updated after previewing.	Preview
Running	Mass Change currently running.	None
Error	Preview report or Mass Change completed in error.	Preview or Run
Completed	Mass Change completed successfully.	Review

Using the Status Field to Control Mass Change

- Use the Status field to view the current status of the Mass Change and determine what action to perform next.
- Click Preview, Run, or Review to specify what Oracle Assets does next.
- Relevant reports include the Mass Change Preview Report and the Mass Change Review Report.

Listing Adjustment Reports

Using Reports



Running Reports

View or print the following reports after adjusting assets. Also see “Listing of Oracle Assets Reports” for report details.

- Cost Adjustments by Source Report
- Cost Adjustments Report
- Financial Adjustments Report
- Mass Change Preview and Review reports
- Parent Asset Transactions Report
- Asset Reclassification Report
- Asset Reclassification Reconciliation Report

Lab 1: Reclassifying and Adjusting an Asset

Reclassification

1. In the Asset Workbench, find the computer that you added in Lab 1 of “Adding Assets Manually”.
2. Change the asset’s category from one category to another using the following:

Category	From	To
Operating Admin	FRA	FRA
Account	17506000	18306000
Class	31460	31470

3. Save your work.
4. Oracle Assets transfers which of the following amounts to the accounts associated with the new category:
 - A. Cost and Accumulated Depreciation
 - B. Cost, Accumulated Depreciation, and Depreciation Expense
 - C. Accumulated Depreciation and Depreciation Expense

Adjusting Units

1. In the Asset Workbench, find the computer you added in Lab 1 of “Adding Assets Manually”.
2. Change the total number of units to 2.

Lab 1: Reclassifying and Adjusting an Asset

3. Tab and then select (B) Done.
4. Assign the second unit as follows:

Expense Account	
Fund	2720152000
Budget Year	Current FY
BPAC	5501000000
Organization	9013000000
Object Class	31520
SGL ACCT	67106600
Future 1	0000000000
Future 2	0000000000
Future 3	0000000000
Future 4	0000000000

Location	
OA Region	FRA HQ
State	DC
City	Washington
County	District of Columbia
Facility/Site	400 7 TH St SW
Geographic Location Code	110010001

5. Save your work.
6. Are any journal entries created based on this unit adjustment? Why or why not?

Adjusting Cost

1. In the Asset Workbench, find the computer that you added in Lab 1 of “Adding Assets Manually”.
2. Enter FRA in the Book field.

Do not check the Amortize Adjustment box.

Lab 1: Reclassifying and Adjusting an Asset

3. After entering the Book, place the cursor in the Current Cost field of the Depreciation region.
 4. Change the current cost to \$50,000.
 5. Save your work.
 6. Will you be able to amortize future adjustments to this asset?
-

Lab 1 Solutions: Reclassifying and Adjusting an Asset

Reclassification

1. Navigate to the Find by Asset Detail Tab and enter the asset number to find the asset that you added in Lab 1 of “Adding Assets Manually”.

N → Assets → Asset Workbench

The screenshot shows the 'Find Assets' dialog box with the 'Find by Asset Detail' tab selected. The 'Asset Number' field contains 'FRA111'. The 'Description' field is empty. The 'Tag Number' field is empty. The 'Serial Number' field is empty. The 'Warranty Number' field is empty. The 'Category' field is empty. The 'Asset Key' field is empty. The 'Find' button is highlighted.

Asset Number	Description	Tag Number	Category
FRA111	MICRON COMPUTER	FRA111	FRA.17506000.31460

2. Select (B) Find.

The screenshot shows the 'Assets' table with the following data:

Asset Number	Description	Tag Number	Category
FRA111	MICRON COMPUTER	FRA111	FRA.17506000.31460

3. Select (B) Open.

Lab 1 Solutions: Reclassifying and Adjusting an Asset

The screenshot shows the 'Category Flexfield' dialog box. It contains three rows of data: 'OPERATING ADMIN' with value 'FRA' and description 'FEDERAL RAILROAD ADMINISTRATION', 'ACCOUNT' with value '18306000' and description 'INFORMATION TECHNOLOGY SOFTWARE', and 'CLASS' with value '31470' and description 'ADP SOFTWARE CAPITALIZED'. At the bottom are buttons for 'OK', 'Cancel', 'Combinations', 'Clear', and 'Help'.

4. Change the asset's category from one category to another using the following:

Category	From	To
Operating Admin	FRA	FRA
Account	17506000	18306000
Class	31460	31470

The screenshot shows the 'Asset Details' dialog box. It contains two columns of fields. The left column includes: 'Asset Number' (FRA111), 'Tag Number' (FRA111), 'Serial Number' (empty), 'Asset Type' (Capitalized), 'Parent Asset' (empty), 'Manufacturer' (empty), 'Warranty Number' (empty), 'Lease Number' (empty), 'Lessor' (empty), 'Property Type' (empty), and 'Property Class' (empty). The right column includes: 'Description' (MICRON COMPUTER), 'Category' (FRA.18306000.31470), 'Asset Key' (FRA.HO.4042000000), 'Units' (1), 'Description' (empty), 'Model' (empty), 'Description' (empty), 'In Use' (checked), 'In Physical Inventory' (checked), 'Ownership' (Owned), and 'Bought' (New). At the bottom are buttons for 'Done' and 'Cancel'.

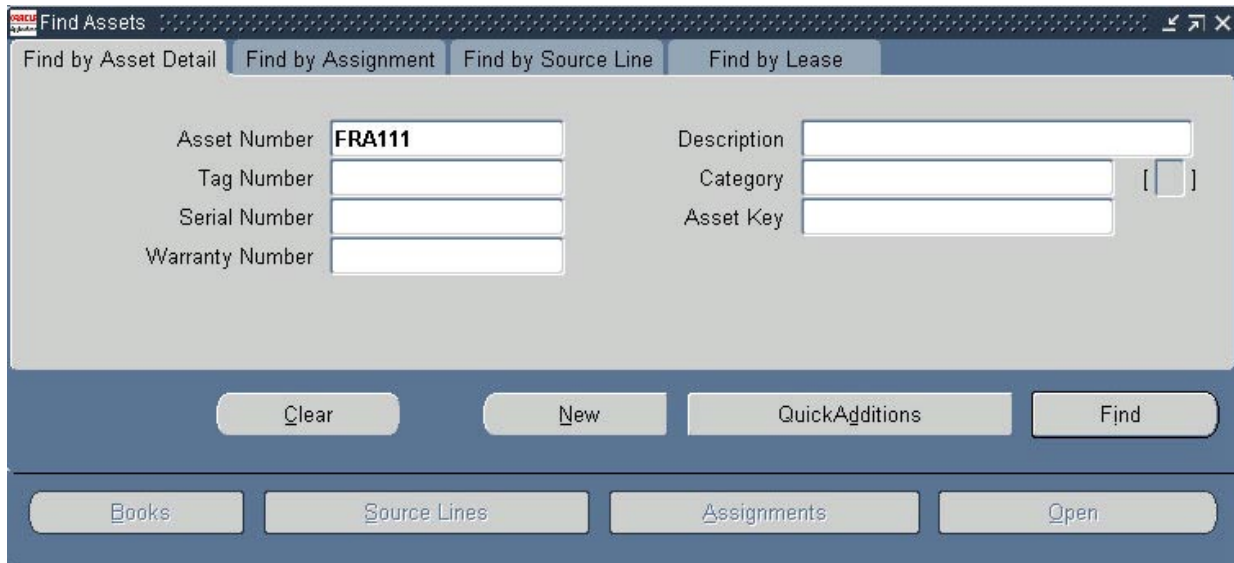
5. Select (B) Done to save your work.
6. Oracle Assets transfers which of the following amounts to the accounts associated with the new category: (A Cost and Accumulated Depreciation)

Lab 1 Solutions: Reclassifying and Adjusting an Asset

Adjusting Units

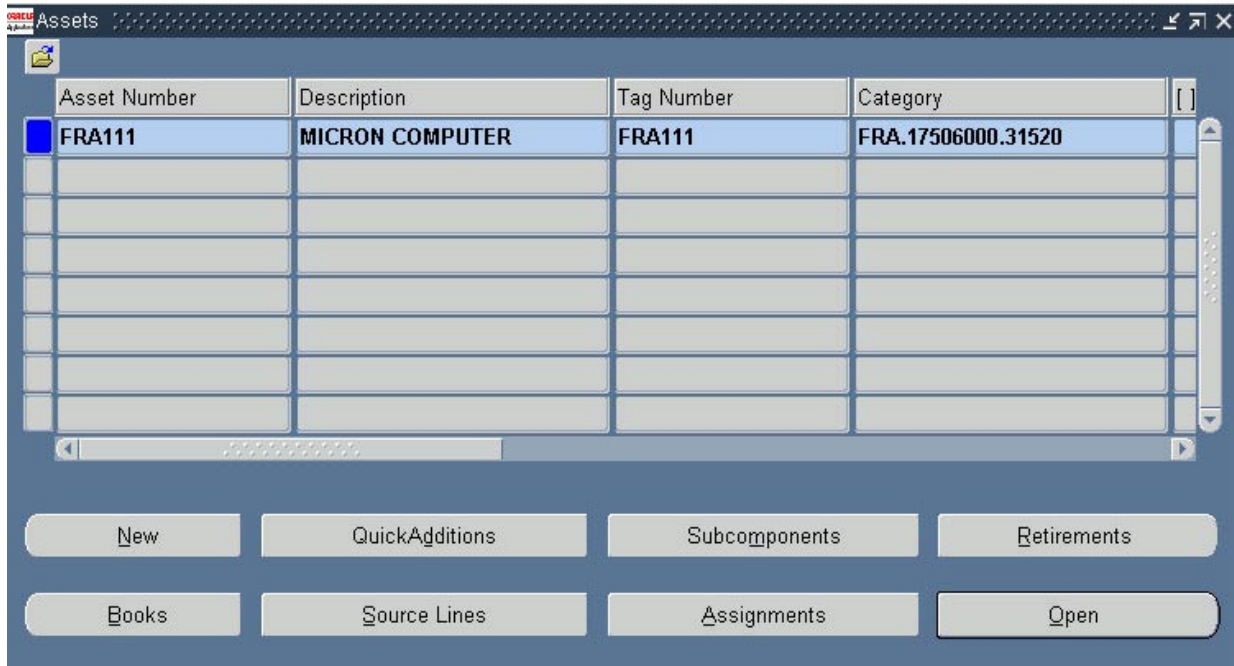
1. Navigate to the Find by Asset Detail Tab and enter the asset number to find the asset that you added in Lab 1 of “Adding Assets Manually”.

N → Assets → Asset Workbench



The "Find Assets" dialog box is shown with the "Find by Asset Detail" tab selected. It contains input fields for Asset Number, Tag Number, Serial Number, Warranty Number, Description, Category, and Asset Key. The Asset Number field is populated with "FRA111". Below the input fields are buttons for "Clear", "New", "QuickAdditions", and "Find". At the bottom of the dialog are buttons for "Books", "Source Lines", "Assignments", and "Open".

2. Select (B) Find.



The "Assets" table is displayed with the following data:

Asset Number	Description	Tag Number	Category
FRA111	MICRON COMPUTER	FRA111	FRA.17506000.31520

Below the table are buttons for "New", "QuickAdditions", "Subcomponents", "Retirements", "Books", "Source Lines", "Assignments", and "Open".

Lab 1 Solutions: Reclassifying and Adjusting an Asset

3. Select (B) Open.



The screenshot shows the 'Asset Details' window in Oracle Assets. The form is divided into two main columns. The left column contains fields for Asset Number (FRA111), Tag Number (FRA111), Serial Number, Asset Type (Capitalized), Parent Asset, Manufacturer, Warranty Number (P2316FRA), Lease Number, Lessor, Property Type, and Property Class. The right column contains fields for Description (MICRON COMPUTER), Category (FRA.17506000.31520), Asset Key (FRA.HQ.4042000000), Units (2), Description, Model, Description, In Use checkbox (checked), In Physical Inventory checkbox (checked), Ownership (Owned), and Bought (New). At the bottom right, there are 'Done' and 'Cancel' buttons.

Asset Number	FRA111	Description	MICRON COMPUTER
Tag Number	FRA111	Category	FRA.17506000.31520
Serial Number		Asset Key	FRA.HQ.4042000000
Asset Type	Capitalized	Units	2
Parent Asset		Description	
Manufacturer		Model	
Warranty Number	P2316FRA	Description	
Lease Number		<input checked="" type="checkbox"/> In Use	
Lessor		<input checked="" type="checkbox"/> In Physical Inventory	
Property Type		Ownership	Owned
Property Class		Bought	New

Done Cancel

4. Change the total number of units to 2.
5. Select (B) Done to assign the new unit.

Lab 1 Solutions: Reclassifying and Adjusting an Asset

Assignments

Asset Number: **FRA111** Reference Number:

Book: **FRA** Transfer Date: **24-JAN-2002** ...

Comments:

Total Units: **2** Unit of Measure:

Units to Assign: **1** []

— **Employee** —

Unit Change	Units	Name	Number	Expense Account	Location
<input type="text"/>	1			2710700000.2002.0901050000.4042	FRA HQ.DC.WASHING
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					
<input type="text"/>					

6. Place cursor in the Unit Change field of the next line to assign the second unit using the following:
- Unit Change: 1

Lab 1 Solutions: Reclassifying and Adjusting an Asset

The screenshot shows the 'FRA_AFF' form in the Oracle system. The form contains the following fields and values:

- FUND: 2720152000 (AMTRAK REFORM COUNCIL, FRA, DIRECT, FY 00-02)
- BUDGET YEAR: 2002 (BY 2002)
- BPAC: 5501000000 (ARC)
- ORGANIZATION: 9013000000 (PASS/PROGRAMS DIVISION)
- OBJECT CLASS: 31520 (ELECTRONIC EQUIP-CAP EQUIPMENT ELECT EQ-)
- SGL ACCOUNT: 67106600 (N,P - DEPRECIATION, AMORTIZATION, AND DEPLETION)
- FUTURE 1: 0000000000 (NOT APPLICABLE)
- FUTURE 2: 0000000000 (NOT APPLICABLE)
- FUTURE 3: 0000000000 (NOT APPLICABLE)
- FUTURE 4: 0000000000 (NOT APPLICABLE)

At the bottom of the form are buttons for OK, Cancel, Combinations, Clear, and Help.

- Expense Account:

Expense Account	
Fund	2720152000
Budget Year	Current FY
BPAC	5501000000
Organization	9013000000
Object Class	31520
SGL ACCT	67106600
Future 1	0000000000
Future 2	0000000000
Future 3	0000000000
Future 4	0000000000

- Location:

Lab 1 Solutions: Reclassifying and Adjusting an Asset

Location Flexfield

OA REGION **FRA HQ** HEADQUARTERS
STATE **DC** DISTRICT OF COLUMBIA
CITY **WASHINGTON**
COUNTY **DISTRICT OF COLUMBIA**
FACILITY/SITE **400 7TH ST SW** FEDERAL RAILROAD ADMINIST
GEOGRAPHIC LOCATION CODE **110010001** DC, WASHINGTON, DISTRICT OF COLUMBIA

OK Cancel Combinations Clear Help

Location	
OA Region	FRA HQ
State	DC
City	Washington
County	District of Columbia
Facility/Site	400 7 TH St SW
Geographic Location Code	110010001

Assignments

Asset Number **FRA111** Reference Number
Book **FRA** Transfer Date **24-JAN-2002**
Comments
Total Units **2** Unit of Measure
Units to Assign **0** []

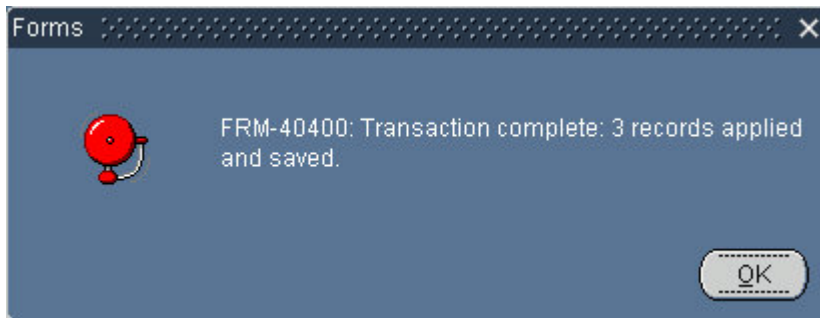
— Employee —

Unit Change	Units	Name	Number	Expense Account	Location
	1			2710700000.2002.0901050000.4042	FRA HQ.DC.WASHING
1	1			2720152000.2002.5501000000.9013	FRA HQ.DC.WASHING

Done Cancel

- In the Assignments window, select (B) Done to save your work.

Lab 1 Solutions: Reclassifying and Adjusting an Asset



8. Select (B) OK.
9. Are any journal entries created based on this unit adjustment? Why or why not?

Based on this unit adjustment, journal entries are created to adjust the asset units and to record current depreciation.

Adjusting Cost

1. Navigate to the Find by Asset Detail Tab and enter the asset number to find the asset that you added in Lab 1 of "Adding Assets Manually".

N → Assets → Asset Workbench

A screenshot of the "Find Assets" window. The window has a title bar "Find Assets" and a menu bar with "Find by Asset Detail", "Find by Assignment", "Find by Source Line", and "Find by Lease". The "Find by Asset Detail" tab is selected. Below the tabs, there are two columns of input fields. The left column contains "Asset Number" (with the value "FRA111"), "Tag Number", "Serial Number", and "Warranty Number". The right column contains "Description", "Category", and "Asset Key". At the bottom of the window, there are two rows of buttons. The first row contains "Clear", "New", "QuickAdditions", and "Find". The second row contains "Books", "Source Lines", "Assignments", and "Open".

2. Select (B) Find.

Lab 1 Solutions: Reclassifying and Adjusting an Asset

Asset Number	Description	Tag Number	Category
FRA111	MICRON COMPUTER	FRA111	FRA.17506000.31520

Buttons: New, QuickAdditions, Subcomponents, Retirements, Books, Source Lines, Assignments, Open

3. Select (B) Books.
4. Enter FRA in the Book field.
Do not check the Amortize Adjustment box.
5. After entering the Book, place the cursor in the Current Cost field of the Depreciation region.
6. Change the current cost to \$50,000 and tab to change the Original Cost, Recoverable Cost, and Net Book Value fields.

Lab 1 Solutions: Reclassifying and Adjusting an Asset

Books

Asset Number **FRA111** Reference Number

Book **FRA** ☐ Amortize Adjustment

Comments ☐ Amortize NBV over Remaining Life []

Depreciation

Current Cost **50,000.00** YTD Depreciation **0.00**

Original Cost **50,000.00** Accumulated Depr **0.00**

Salvage Value **0.00** Ceiling

Recoverable Cost **50,000.00** Revaluation Ceiling

Net Book Value **50,000.00** Revaluation Reserve **0.00**

Method

Method **STL** ☒ Depreciate

Life Years **5** Date in Service **18-JAN-2002**

Months **0** Prorate Convention **FOL MONTH**

Bonus Rule Prorate Date **01-FEB-2002**

☐ Short Fiscal Year

Conversion Date

Original Depr Start Date

7. Select (B) Done to save.

Forms

FRM-40400: Transaction complete: 1 records applied and saved.

OK

8. Select (B) OK.

9. Will you be able to amortize future adjustments to this asset?

No, because you did not check the Amortize Adjustment box.

Summary

You should now be able to do the following:

- Reclassify an asset
- Adjust an asset's units
- Adjust financial information for an asset
- Perform a Mass Change to adjust a group of assets

Adjusting Assets

Adjustment	Function
Reclassification	Changes the category for an asset
Unit adjustment	Changes the number of units for an asset
Financial information adjustment	Corrects an error or update financial information for a single asset
Mass Change	Changes the financial information for a group of assets

Transferring Assets

Chapter 5

Transferring Assets

Section Objectives

At the end of this section, you should be able to:

- Transfer a single asset between general ledger depreciation expense accounts and locations.
- Transfer a group of assets between depreciation expense accounts and locations.

Overview

Transferring Assets

You transfer an asset when there are changes in asset assignments to help you maintain accurate asset inventory. You use the Assignments window in the Asset Workbench to transfer assets from one assignment to another within an Operating Administration. You use the Find Assets window of the Inquiry form to query the assignment information.

You transfer a group of assets to a different location when an office closes or when organizational changes occur.

You transfer assets between the following:

- Expense accounts, including the balancing segment
- Locations
- All assets transferred are automatically transferred in the reporting currencies asset books. You cannot backdate a transfer to a previous fiscal year.

Transferring an Asset

Find Assets

Oracle Assets

N → Assets → Asset Workbench

Find Assets

The screenshot shows the 'Find Assets' window in Oracle Assets. The 'Find by Asset Detail' tab is active, displaying input fields for Asset Number, Tag Number, Serial Number, Warranty Number, Description, Category, and Asset Key. The 'Find' button is highlighted in the bottom right corner.

Note: At least one field is required on the Find by Asset Details tab, Find by Assignment tab, Find by Source Line tab, or Find by Lease tab.

1. In the Find Assets window select the Find by Asset Detail Tab, enter the Asset Number if known, and select (B) Find.

Asset Number	Description	Tag Number	Category
1000002	210031262 - PRISM SOFTWARE		FRA.18306000.31470
1000003	210031262 - PRISM SOFTWARE		FRA.18306000.31470
FRA00001	DELPHI COMPUTER		FRA.17506000.31460
FRA007786	PERSONAL PROPERTY ACCOUNT	007786	FRA.18306000.31470
FRA008084	MULTIPOINT CONTROL UNIT	008084	FRA.18306000.31470
FRACIP1	BUILDING IMPROVEMENT		FRA.17306000.32020

Buttons: New, QuickAdditions, Subcomponents, Retirements, Books, Source Lines, Assignments, Open

- In the Asset window, select the asset that you want to transfer between expense accounts or locations. Select (B) Assignments.
- In the Assignments window, view the assignment information.

Asset Number: FRA00001 Reference Number:
 Book: FRA Transfer Date: 10-NOV-2001
 Comments:
 Total Units: 5 Unit of Measure:
 Units to Assign: 0

— Employee —

Unit Change	Units	Name	Number	Expense Account	Location
-2	5			2710700000.2001.0901050000.4040	FRA HQ.DC.WASHINGTON
2	2			2710700000.2001.0901050000.4040	

Buttons: Done, Cancel

- In the Unit Change field, enter a negative number for the assignment line from which you want to transfer the asset. The Units, Employee Name, Employee Number, Expense

Account, and Location are protected on the existing line. Enter a positive number on the line you want to receive the transfer.

5. Enter the new expense account, or location for the new distribution.

ASSIGNMENTS		
Field Name	Comments	Required?
Asset Number	The Asset Number field displays the Asset Number selected for transfer.	Display Only
Reference Number	The Reference Number field is protected from update.	Display Only
Book	The Book field defaults when the asset is selected.	Display Only
Transfer Date	The Transfer Date defaults to the current date and can be changed as needed.	Yes
Comments	Optionally enter comments.	No
Distribution Set	Not used in DELPHI.	No
Unit of Measure	The Unit of Measure field is protected from update.	Display Only
Total Units	The Total Units defaults from the units entered in Asset Details window.	Display Only
Units to Assign	Oracle Assets displays the number of units available to assign. This field changes to zero after all assets are assigned.	Display Only
Unit Change	The number of units that you enter tells the depreciation program what fraction of depreciation expense to charge to that expense account.	Yes
Units	The Units field displays the number of units assigned to that assignment.	Display Only
Employee Name	This field displays the Employee Name that was optionally assigned to the asset. Use LOV to select an Employee Name.	No
Employee Number	This field displays the Employee number when an employee is assigned to the asset.	No
Expense Account	In the Expense Account field select the LOV to open the Alias window.	Yes

The screenshot shows a window titled "FRA_AFF" with a close button (X) in the top right corner. Below the title bar, there is a label "ALIAS?" followed by a text input field containing "RAD-40". To the right of the input field is the text "FINANCIAL SERVICES". Below these elements is a horizontal scroll bar. At the bottom right of the window are four buttons: "OK", "Cancel", "Clear", and "Help".

6. Enter an Alias and select (B) OK to open the AFF window.

FRA_AFF

FUND **2710700000** SAFETY AND OPERATIONS, FRA, FY-01, DIRECT

BUDGET YEAR **2001** BY 2001

BPAC **0901050000** SAL EXP ADMINISTRATION FINANCE

ORGANIZATION **4040000000** FINANCIAL SERVICES, OFFICE OF

OBJECT CLASS **31460** ADP EQUIPMENT-CAPTLZDEQUIPMENT ADP EQP-C AUD VIS/REPROD EQ-CAPEQUIPM

SGL ACCOUNT **67106600** N,P - DEPRECIATION, AMORTIZATION, AND DEPLETION

FUTURE 1 **0000000000** NOT APPLICABLE

FUTURE 2 **0000000000** NOT APPLICABLE

FUTURE 3 **0000000000** NOT APPLICABLE

FUTURE 4 **0000000000** NOT APPLICABLE

OK Cancel Combinations Clear Help

AFF (Accounting Flexfield)		
Field Name	Comments	Required?
Fund	From the LOV choose the Fund.	Yes
Budget Year	From the LOV choose the Budget Year.	Yes
BPAC	From the LOV choose the BPAC.	Yes
Organization	From the LOV choose the Organization.	Yes
Object Class	From the LOV choose the Object Class.	Yes
SGL Account	From the LOV choose the SGL Account.	Yes
Future 1 through 4	Enter zeroes for all four Future fields.	Yes

- Enter the Expense Account fields and select (B) OK to return to the Assignments window.

Assignments

Asset Number **FRA00001** Reference Number

Book **FRA** Transfer Date **10-NOV-2001**

Comments

Unit of Measure

Total Units **5** Units to Assign **0** []

— **Employee** —

Unit Change	Units	Name	Number	Expense Account	Location
-2	5			2710700000.2001.0901050000.4040	FRA HQ.DC.WASHING
2	2			2710700000.2001.0901050000.4040	

Done Cancel

ASSIGNMENTS (continued)

Field Name	Comments	Required?
Location	Select the Location from the LOV.	Yes

Location Flexfield

OA REGION **FRA R1** REGION 1

STATE **DC** DISTRICT OF COLUMBIA

CITY **WASHINGTON**

COUNTY **DISTRICT OF COLUMBIA**

FACILITY/SITE **400 7TH ST SW** FEDERAL RAILROAD ADMINIST

GEOGRAPHIC LOCATION CODE **110010001** DC, WASHINGTON, DISTRICT OF COLUMBIA

OK Cancel Combinations Clear Help

LOCATION FLEXFIELD

Field Name	Comments	Required?
OA Region	From the LOV choose the OA Region for this asset.	Yes
State	From the LOV choose the State for this asset.	Yes
City	From the LOV choose the City for this asset.	Yes
County	From the LOV choose the County for this asset.	Yes
Facility/Site	From the LOV choose the Facility/Site for this asset.	Yes
Geographic Location Code	From the LOV, optionally choose the Geographic Location Code. To locate a Geographic Location code refer to GSA	No

8. Enter the Location fields and select (B) OK to return to the Assignments window.

Assignments

Asset Number: **FRA00001** Reference Number:

Book: **FRA** Transfer Date: **10-NOV-2001**

Comments:

Unit of Measure:

Total Units: **5** Units to Assign: **0** []

— **Employee** —


Unit Change	Units	Name	Number	Expense Account	Location
-2	5			2710700000.2001.0901050000.4040	FRA HQ.DC.WASHING
2	2			2710700000.2001.0901050000.4040	FRA R1.DC.WASHING

Done Cancel

9. When the Units to Assign field displays zero, save your changes.

10. Select (B) Done to save the transfer.

Forms

 FRM-40400: Transaction complete: 3 records applied and saved.

OK

11. In the Forms window, select (B) OK.

Transferring a Group of Assets

Mass Transfers

Oracle Assets transfers all assets that meet the Transfer From criteria to the assignment specified under Transfer To.

Oracle Assets

N → Mass Transactions → Transfers

Mass Transfers

1. In the Mass Transfers window enter the following information.

MASS TRANSFERS		
Field Name	Comments	Required?
Book	From LOV, choose the depreciation Book for the assets you want to transfer.	Yes
Mass Transaction Number	This field is protected from update and will default in after you select the Preview button.	Display Only
Transfer Date	The date will default to the current date, change as needed using the LOV.	Yes
Run Request Number	This field is protected from update.	Display Only
Comments	Optionally enter comments to describe this mass transfer.	No
Transfers Area		

Expense Account Transfer From	In the Transfer From field select LOV to open the AFF window.	No
----------------------------------	---	----

Note: The AFF window will appear.

The screenshot shows a window titled 'FRA_AFF' with a close button (X) in the top right corner. The window contains two columns of input fields, labeled 'Low' and 'High'. The fields are as follows:

	Low	High
FUND	2710700000	2710700000
BUDGET YEAR	2001	2001
BPAC	0901050000	0901050000
ORGANIZATION	4020000000	4040000000
OBJECT CLASS	31460	31460
SGL ACCOUNT	17506000	17506000
FUTURE 1	0000000000	0000000000
FUTURE 2	0000000000	0000000000
FUTURE 3	0000000000	0000000000
FUTURE 4	0000000000	0000000000

At the bottom of the window are four buttons: OK, Cancel, Clear, and Help.

- In the AFF window enter the Low to High values for assets that need to be transferred.

AFF		
Field Name	Comments	Required?
Fund	From LOV choose the Low and High values for the Fund.	No
Budget Year	From LOV choose the Low and High values for the Budget Year.	No
BPAC	From LOV choose the Low and High values for the BPAC.	No
Organization	From LOV choose the Low and High values for the Organization.	No
Object Class	From LOV choose the Low and High values for the Object Class.	No
SGL Account	From LOV choose the Low and High values for the SGL Account.	No
Future 1 through 4	Enter Zeroes for all future fields.	No

- Select (B) OK to return to the Mass Transfers window.

4. In the Mass Transfers window, continue entering the selection criteria.

MASS TRANSFERS (continued)		
Field Name	Comments	Required?
Expense Account Transfer To	In the Expense Account Transfer to field, select LOV to open the To Expense Account window.	No

Note: A To Expense Accounts window will appear.

5. In the To Expense Account window, select an Alias and select (B) OK.

Note: A To Expense Accounts window for the Accounting Flexfield will appear.

To Expense Accounts

FUND **2710700000** SAFETY AND OPERATIONS, FRA, FY-01, DIRECT

BUDGET YEAR **2001** BY 2001

BPAC **0901050000** SAL EXP ADMINISTRATION FINANCE

ORGANIZATION **4040000000** FINANCIAL SERVICES, OFFICE OF

OBJECT CLASS **00000** NOT APPLICABLE

SGL ACCOUNT **...**

FUTURE 1 **0000000000** NOT APPLICABLE

FUTURE 2 **0000000000** NOT APPLICABLE

FUTURE 3 **0000000000** NOT APPLICABLE

FUTURE 4 **0000000000** NOT APPLICABLE

OK Cancel Combinations Clear Help

6. In the To Expense Accounts window enter the following information and select (B) OK to return to the Mass Transfers window.

TO EXPENSE ACCOUNTS		
Field Name	Comments	Required?
Fund	From LOV choose the Fund of the expense account that you wish to transfer the assets to.	Yes
Budget Year	From LOV choose the Budget Year of the expense account that you wish to transfer the assets to.	Yes
BPAC	From LOV choose the BPAC of the expense account that you wish to transfer the assets to.	Yes
Organization	From LOV choose the Organization of the expense account that you wish to transfer the assets to.	Yes
Object Class	From LOV choose the Object Class of the expense account that you wish to transfer the assets to.	Yes
SGL Account	From LOV choose the SGL Account of the expense account that you wish to transfer the assets to.	Yes
Future 1 through 4	Enter zeroes for all future fields.	Yes

Mass Transfers

Book **FRA**

Mass Transaction Number

Transfer Date **10-NOV-2001**

Run Request Number

Comments

Transfers

Expense Account

Transfer From

Transfer To

Location

Employee Name **JESTER, FRA BRYAN**

Employee Number **609**

MATZKE, FRA JEAN L

23

Run Preview

7. In the Mass Transfers window, if transferring assets from one location to another, enter the following fields.

MASS TRANSFERS (continued)		
Field Name	Comments	Required?
TRANSFERS AREA		
Location Transfer From	In the Location Transfer From field, select LOV to open the From Locations window.	No

Note: A From Locations window will appear.

From Locations

OA REGION **FRA HQ** HEADQUARTERS

STATE **DC** DISTRICT OF COLUMBIA

CITY **WASHINGTON**

COUNTY **DISTRICT OF COLUMBIA**

FACILITY/SITE **400 7TH ST SW** FEDERAL RAILROAD ADMINI

GEOGRAPHIC LOCATION CODE **110010001** DC, WASHINGTON, DISTRICT OF COLUMBIA

OK Cancel Combinations Clear Help

8. In the From Locations window, enter the following information.

FROM LOCATIONS		
Field Name	Comments	Required?
OA Region	From LOV choose from the OA Region.	Yes

State	From LOV choose from the State.	Yes
City	From LOV choose from the City.	Yes
County	From LOV choose from the County.	Yes
Facility/Site	From LOV choose from the Facility/Site.	Yes
Geographic Location Code	From LOV choose from the Geographic Location Code.	No

9. Select (B) OK to return to the Mass Transfers window.

10. In the Mass Transfers window enter the Transfer to location if transferring from one location to another.

MASS TRANSFERS (continued)		
Field Name	Comments	Required?
TRANSFERS AREA		
Location Transfer To	In the Location Transfer To field, select LOV to open the To Locations window.	No

Note: A To Locations window will appear.

OA REGION: FRA HQ HEADQUARTERS

STATE: DC DISTRICT OF COLUMBIA

CITY: WASHINGTON

COUNTY: DISTRICT OF COLUMBIA

FACILITY/SITE: 700 W CAPITOL FEDERAL RAILROAD ADMINI

GEOGRAPHIC LOCATION CODE: 110010001 DC, WASHINGTON, DISTRICT OF COLUMBIA

Buttons: OK, Cancel, Combinations, Clear, Help

11. In the To Locations window enter the following information and select (B) OK to return to the Mass Transactions window.

TO LOCATIONS		
Field Name	Comments	Required?
OA Region	From LOV choose the to OA Region.	Yes
State	From LOV choose the to State.	Yes
City	From LOV choose the to City.	Yes
County	From LOV choose the to County.	Yes
Facility/Site	From LOV choose the to Facility/Site.	Yes
Geographic Location Code	From LOV choose the to Geographic Location Code. Refer to the GSA Location website at http://www.gsa.gov/glc	No

Book: FRA

Mass Transaction Number:

Transfer Date: 10-NOV-2001

Run Request Number:

Comments: []

Transfers

	Transfer From	Transfer To
Expense Account		
Location		
Employee Name	JESTER, FRA BRYAN	MATZKE, FRA JEAN L
Employee Number	609	23

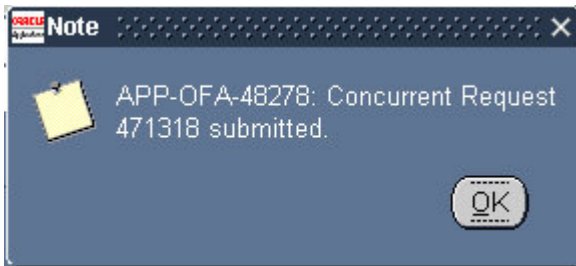
Buttons: Run, Preview

12. In the Mass Transfers window continue to enter information to define the search criteria. To Transfer Assets from one employee to another, enter the following fields:

MASS TRANSFERS (continued)		
Field Name	Comments	Required?
TRANSFERS AREA (continued)		
<i>The Employee Number will default in when an Employee Name is selected in the Employee Name field. Or the Employee Number can be selected and the Employee Name field will default in from the number selected.</i>		
Employee Name Transfer From	From LOV, choose the Employee that the assets are currently assigned to.	No
Employee Name Transfer To	From LOV, choose the Employee that the assets should be assigned.	No
Employee Number Transfer From	From LOV, choose the Employee Number that the assets are currently assigned.	No
Employee Number Transfer To	From the LOV, choose the Employee Number that the assets should be assigned.	No

13. When you have finished entering the Mass Transfer selection criteria, select (B) Preview to run the Mass Transfers Preview Report.

Note: A Note window will appear.



14. Make note of the Request number and select (B) OK in the Note window.

15. In the Mass Transfer window, notice that the Mass Transaction Number and the Run Request Number have been generated by the system.
16. Select (M) View: Request to preview the results of the Mass Transfer.

The screenshot shows the 'Find Requests' dialog box with the following elements:

- Radio Buttons:**
 - ☐ My Completed Requests
 - ☐ My Requests In Progress
 - ☐ All My Requests
 - ☒ Specific Requests
- Search Fields:**
 - Request ID: [Text Field]
 - Name: [Text Field]
 - Date Submitted: [Text Field]
 - Date Completed: [Text Field]
 - Status: [Dropdown Menu]
 - Phase: [Dropdown Menu]
 - Requestor: [Text Field]
- Checkboxes:**
 - ☒ Include Request Set Stages in Query
- Order By:** [Dropdown Menu] (Currently set to Request ID)
- Buttons:**
 - Submit a New Request...
 - Clear
 - Find

17. Select (B) Find.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
471318	Mass Transfers Preview Report		Completed	Normal	P_BOOK="FRA", P_MASS_TRANSI
471294	Rollback Depreciation		Completed	Normal	FRA, NOV-01_FY-02
471280	Reserve Summary Report	471274	Completed	Normal	FRA, NOV-01_FY-02, NOV-01_FY-02
471279	Reserve Detail Report	471274	Completed	Normal	FRA, NOV-01_FY-02, NOV-01_FY-02
471278	Cost Summary Report	471274	Completed	Normal	FRA, NOV-01_FY-02, NOV-01_FY-02
471277	Cost Detail Report	471274	Completed	Normal	FRA, NOV-01_FY-02, NOV-01_FY-02
471276	Account Drill Down Report	471274	Completed	Normal	FRA, NOV-01_FY-02, 50134, 244331
471275	Drill Down Report	471274	Completed	Normal	FRA, NOV-01_FY-02, ,
471274	1 (Request Set Stage)	471273	Completed	Normal	140, 732, 10737, 471273
471273	RECONCILIATION (Report)		Completed	Normal	140, 732

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

18. Select (B) Refresh Data until the Phase field shows Completed and select (B) View Output.

Report: request ID - 471318

Page 1 Font Size 8

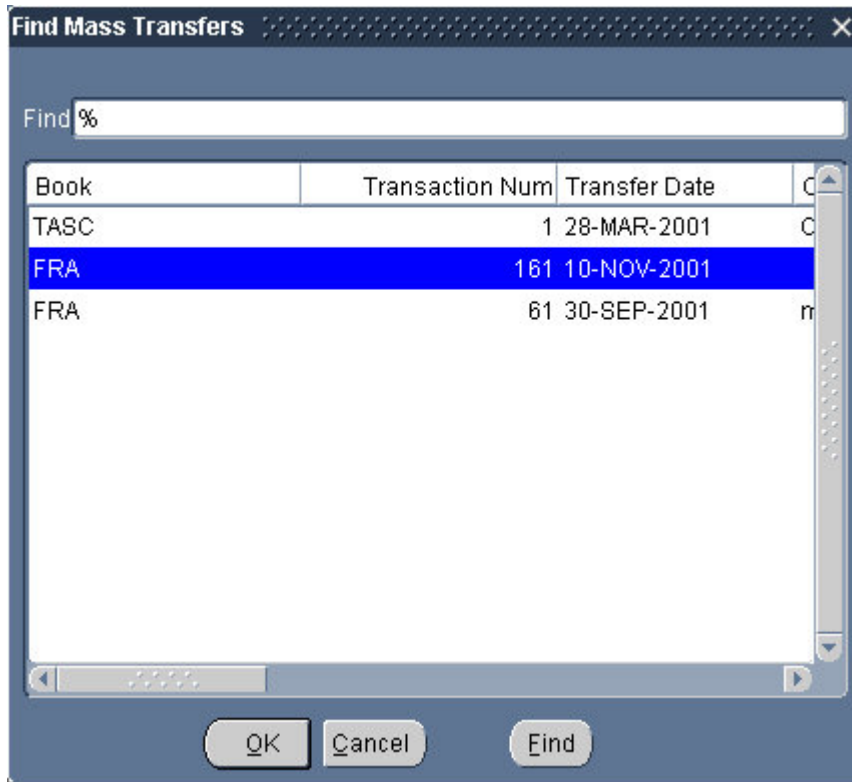
DEPARTMENT OF TRANSPORTATION
Mass Transaction Number: 161
Book: FRA

Mass Transfers Preview Report
Report Date: 10-NOV-2001 19:40
Page: 1 of 1

Asset Number - Description	From / To	GL Number	Location	Employee Number
FRA-PO-AP-PO-AP ASSET TEST	From	2710700000.2001.0901050000.4040000000.31	FRA RI.NY.NEW YORK NEW	609
	To	690.67106600.0000000000.0000000000.000000	YORK.MANASSAS.NASSIF	23
TESTBJ18-THIS IS A TEST	From	0000000000.2001.0000000000.0000000000.31	FRA HQ.DC.WASHINGTON.DISTRICT OF	609
	To	460.67106600.0000000000.0000000000.000000	COLUMBIA.NONE.	23

Go To... First Previous Next Last

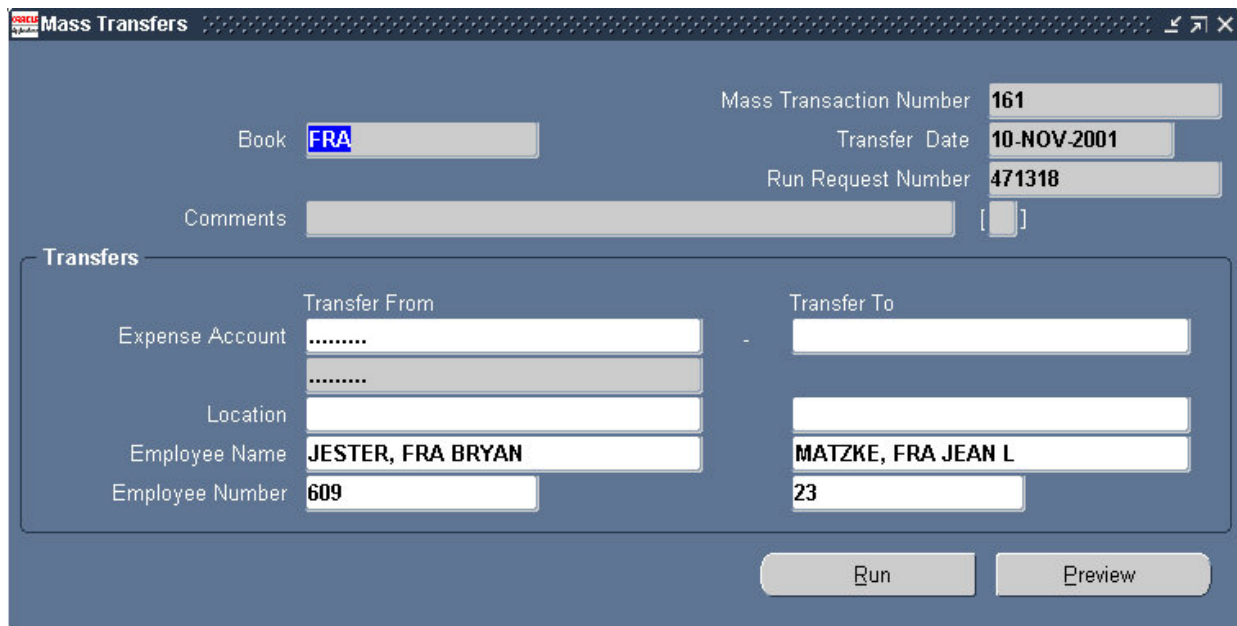
19. View the report and make Note of the Mass Transaction Number and close the Report, Requests and the Find Requests windows to return to the Mass Transfers window.
20. To perform the Mass Transfer, query the mass transaction number by selecting (M) View: Find.



The 'Find Mass Transfers' dialog box features a search bar at the top labeled 'Find %'. Below it is a table with three columns: 'Book', 'Transaction Num', and 'Transfer Date'. The table contains three rows: 'TASC' with '1' and '28-MAR-2001', 'FRA' with '161' and '10-NOV-2001' (highlighted in blue), and 'FRA' with '61' and '30-SEP-2001'. At the bottom are 'OK', 'Cancel', and 'Find' buttons.

Book	Transaction Num	Transfer Date
TASC	1	28-MAR-2001
FRA	161	10-NOV-2001
FRA	61	30-SEP-2001

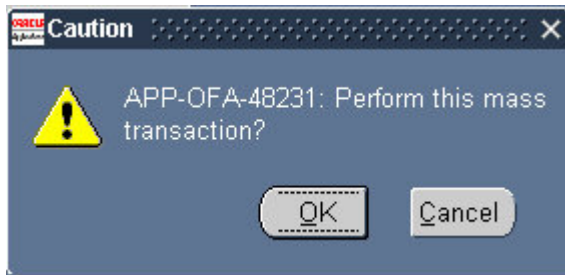
21. In the Find Mass Transfer window, select the Transaction Number and select (B) OK.



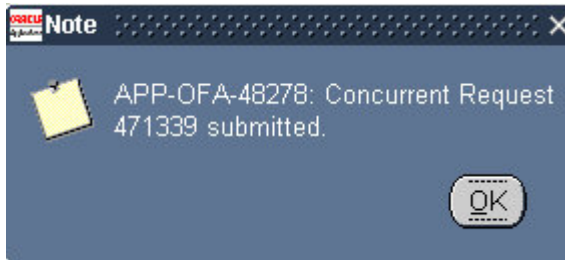
The 'Mass Transfers' window displays fields for 'Book' (FRA), 'Mass Transaction Number' (161), 'Transfer Date' (10-NOV-2001), and 'Run Request Number' (471318). A 'Comments' field is also present. Below these is a 'Transfers' section with 'Transfer From' and 'Transfer To' columns. The 'Transfer From' column includes 'Expense Account', 'Location', 'Employee Name' (JESTER, FRA BRYAN), and 'Employee Number' (609). The 'Transfer To' column includes 'Expense Account', 'Location', 'Employee Name' (MATZKE, FRA JEAN L), and 'Employee Number' (23). 'Run' and 'Preview' buttons are at the bottom right.

Transfers	
Transfer From	Transfer To
Expense Account	
Location	
Employee Name	
Employee Number	

22. In the Mass Transfer window, select (B) Run to Process the Mass Transfer.

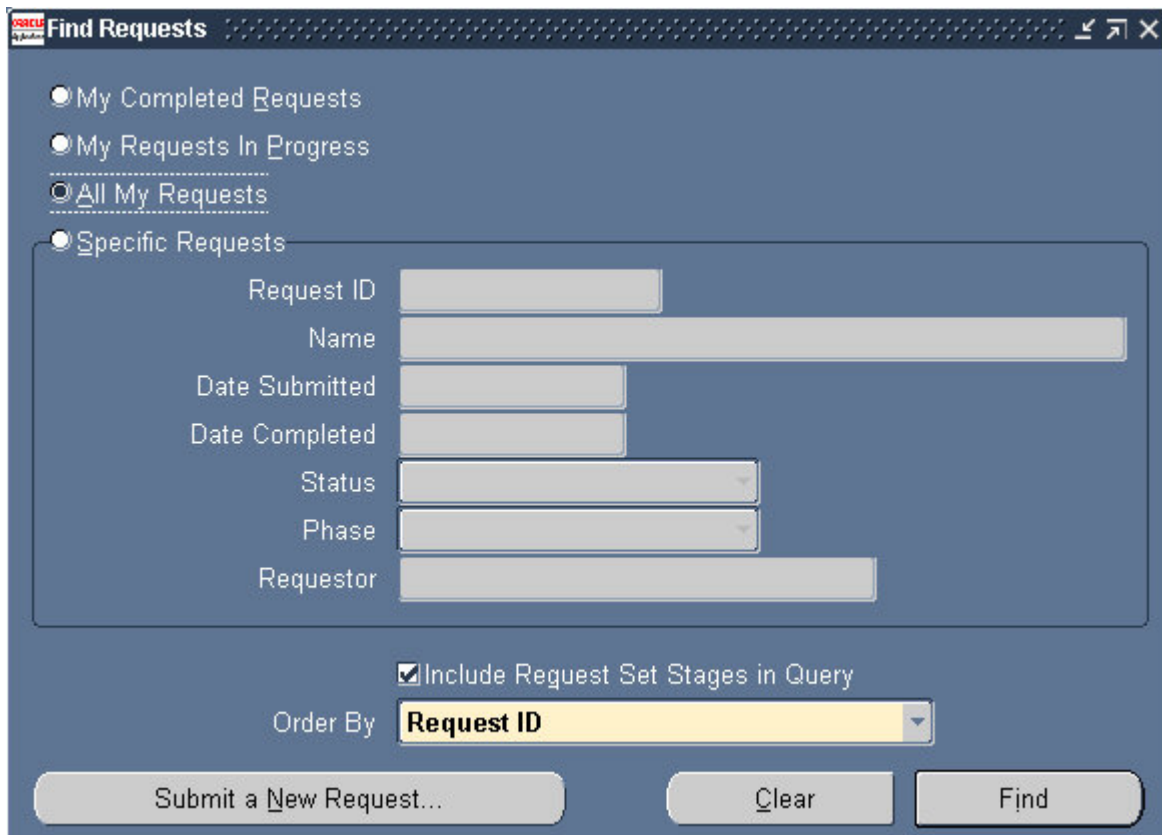


23. In the Caution window select (B) OK to Perform the Mass Transaction.



24. In the Note window, make note of the Concurrent Request Number and select (B) OK.

25. Select (M) View: Requests to view the Mass Transfer Execution Report.



26. Select (B) Find in the Find Requests window.

Requests

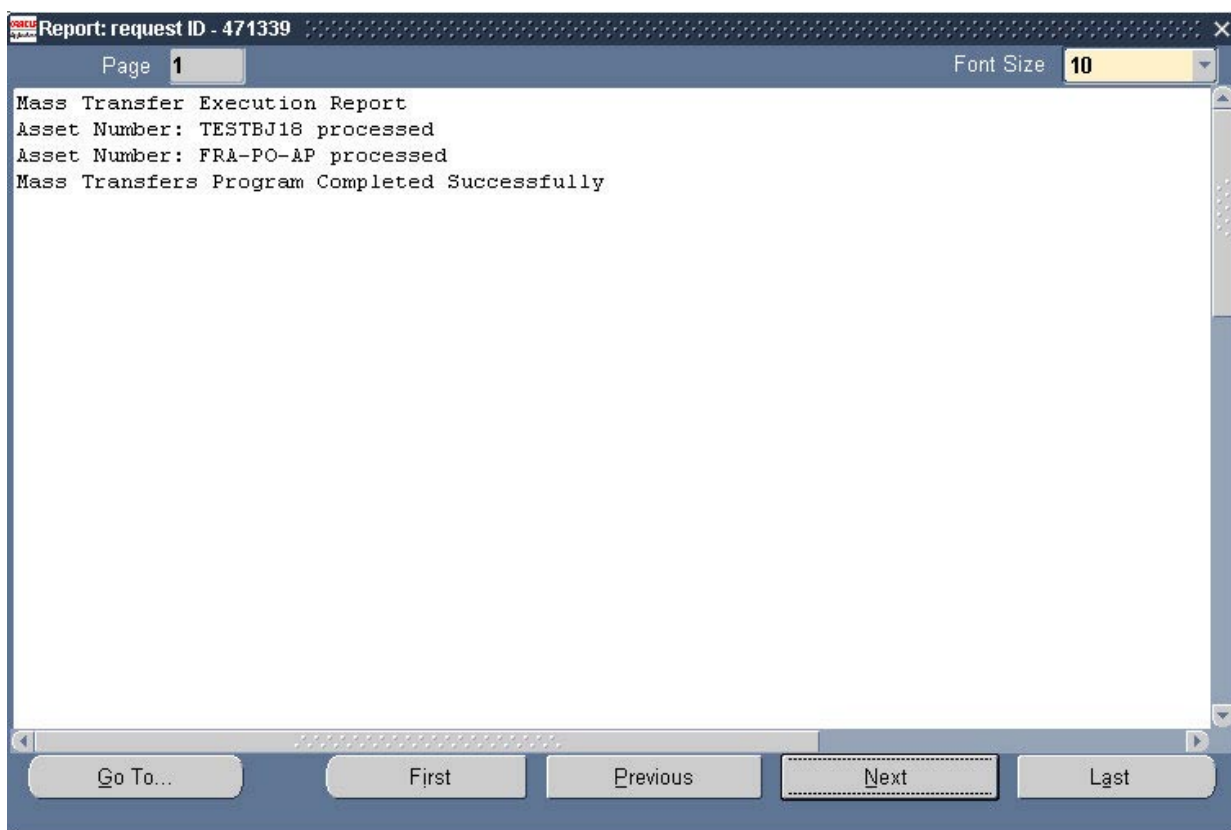
Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
471339	Mass Transfer		Completed	Normal	161
471338	Rollback Depreciation		Completed	Normal	FRA, NOV-01_FY-02
471337	Rollback Journal Entries		Completed	Normal	FRA, NOV-01_FY-02
471336	Create Journal Entries		Completed	Normal	FRA, NOV-01_FY-02
471335	Journal Entry Reserve Le		Completed	Normal	FRA, NOV-01_FY-02
471334	Depreciation Run		Completed	Normal	FRA, NOV-01_FY-02, 0, 1
471333	Calculate Gains and Loss		Completed	Normal	FRA, NOV-01_FY-02
471332	Generate Accounts		Completed	Normal	FRA
471330	Rollback Depreciation		Completed	Normal	FRA, NOV-01_FY-02
471322	Journal Entry Reserve Le		Completed	Normal	FRA, NOV-01_FY-02

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

27. Select (B) View Output to view the Mass Transfer Execution Report.



Recording Prior Period Transfers

Recording a Prior Period Transfer

Scenario:

In Year 3, Quarter 4 you realize that an asset was moved between cost centers 100 and 200 in Year 3, Quarter 3.

- Cost is \$4,000, depreciation method is straight-line, and life is four years.
- Enter a prior period transfer for the asset.

Single-Asset Transfer Journal Entries

Oracle Assets creates the following journal entries for the asset transfer and current period depreciation expense.

Transferring the Asset

Asset Cost: Cost Center 200	4,000
Asset Cost: Cost Center 100	4,000

Recording Current Depreciation

Depreciation Expense: Cost Center 200	250
Depreciation Expense (adjustment): Cost Center 200	250
Accumulated Depreciation: Cost Center 100	2,750
Depreciation Expense (adjustment): Cost Center 100	250
Accumulated Depreciation: Cost Center 200	3,000

Recording Prior Period Transfers

The system automatically generates the necessary adjusting entries when an asset is transferred between Funds and/or Accounts. Such a transaction simply transfers the cost and accumulated depreciation from the old account to the new account and creates entries for the current period's depreciation.

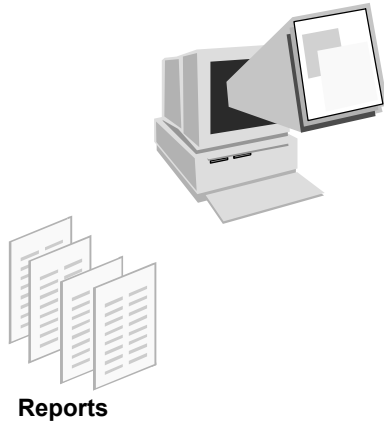
Single-Asset Transfer: Depreciation Trend

Period Year, Quarter)		Asset Cost	Accumulated Depreciation	Year-to-Date Depreciation	Depreciation Expense
Cost Center 100					
Year 1	Q1	\$ 4,000	\$ 250	\$ 250	\$ 250
	Q2	\$ 4,000	\$ 500	\$ 500	\$ 250
	Q3	\$ 4,000	\$ 750	\$ 750	\$ 250
	Q4	\$ 4,000	\$ 1,000	\$ 1,000	\$ 250
Year 2	Q1	\$ 4,000	\$ 1,250	\$ 250	\$ 250
	Q2	\$ 4,000	\$ 1,500	\$ 500	\$ 250
	Q3	\$ 4,000	\$ 1,750	\$ 750	\$ 250
	Q4	\$ 4,000	\$ 2,000	\$ 1,000	\$ 250
Year 3	Q1	\$ 4,000	\$ 2,250	\$ 250	\$ 250
	Q2	\$ 4,000	\$ 2,500	\$ 500	\$ 250
	Q3	\$ 4,000	\$ 2,750	\$ 750	\$ 250
	Q4	\$ 0	\$ 0	\$ 500	\$ 250
Cost Center 200					
Year 3	Q1	\$ 0	\$ 0	\$ 0	\$ 0
	Q2	\$ 0	\$ 0	\$ 0	\$ 0
	Q3	\$ 0	\$ 0	\$ 0	\$ 0
	Q4	\$ 4,000	\$ 3,000	\$ 500	\$ 500

In the Assignments window, the depreciation program uses the asset's unit amount to determine what fraction of depreciation expense to charge to that account. The Units to Assign field displays the number of units left to assign.

Listing Asset Transfer Reports

Using Reports



Running Reports

View or print the following reports after transferring assets:

- Asset Transfers Report
- Asset Transfer Reconciliation Report
- Asset Disposals Responsibility Report
- Mass Transfers Preview Report

Also see EDU1020Z "Listing of Oracle Assets Reports" for report details.

Lab 1: Transferring an Asset and Determining the Restrictions

In this lab, you will transfer the same computer that was added in Lab 1 of “Adding Assets Manually” between two different locations. You will determine the restrictions associated with the Transfer Date field.

Instructions

1. In the Asset Workbench, find the computer that you added in Lab 1 of “Adding Assets Manually”.
2. Transfer the unit assigned from the existing location to the following new location using the existing Depreciation expense account.

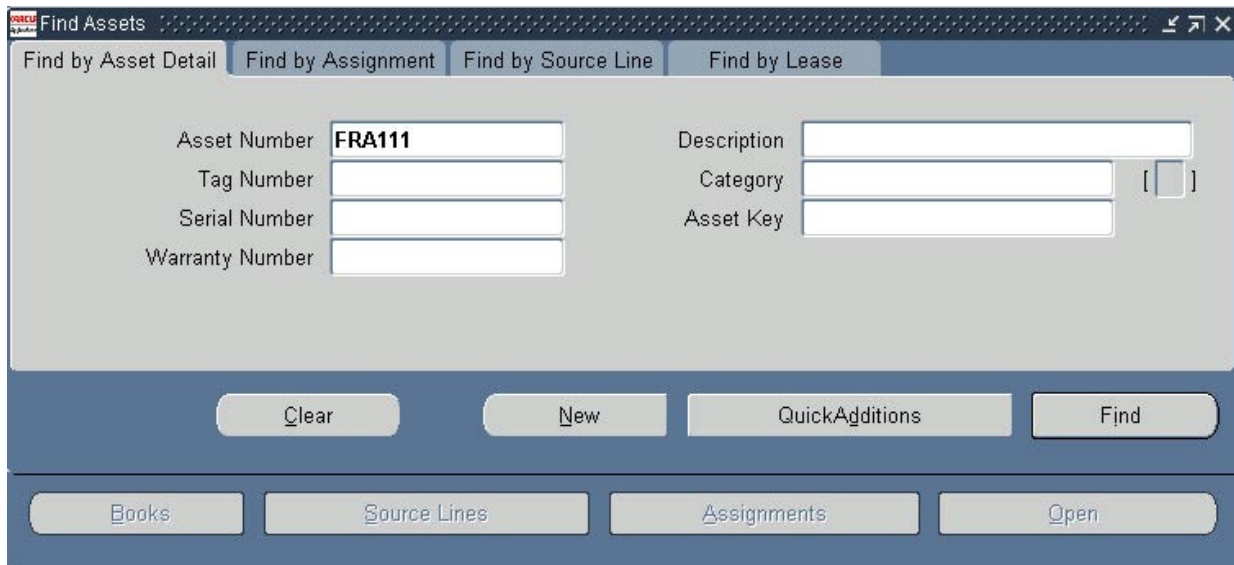
Location	
OA Region	FRA R1
State	MA
City	Cambridge
County	Middlesex
Facility/Site	55 Broadway
Geographic Location Code	250170017

3. Save your work.
4. What are the restrictions associated with the Transfer Date field?

Lab 1 Solutions: Transferring an Asset and Determining the Restrictions

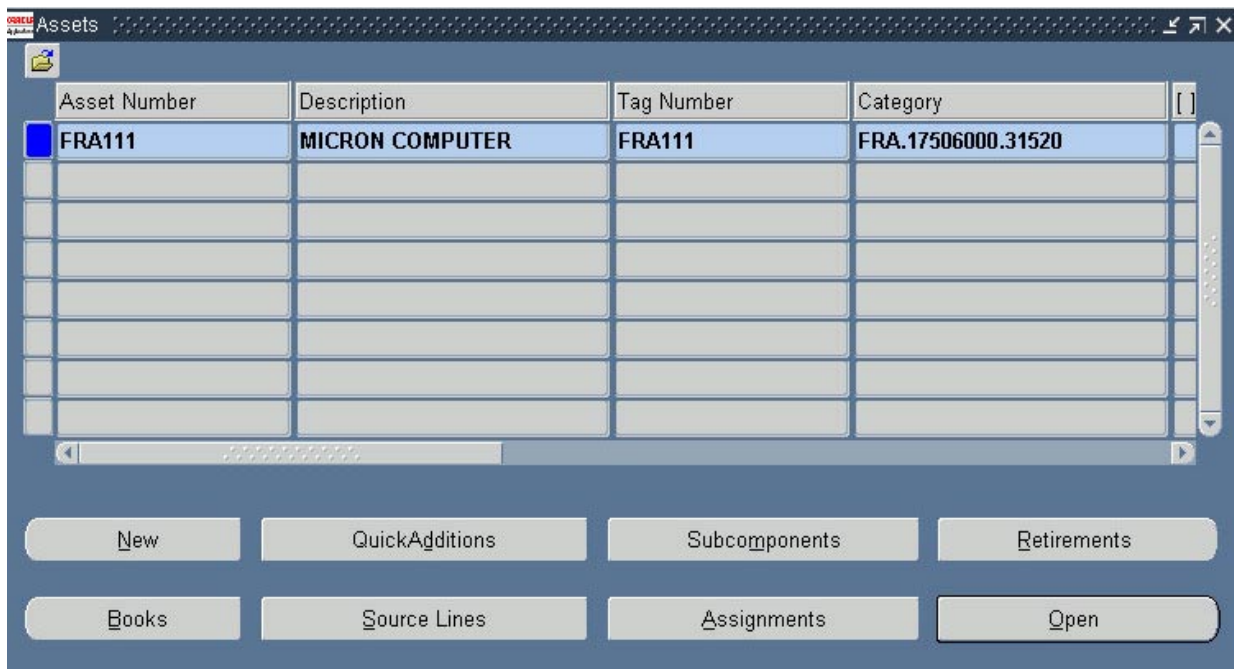
1. Navigate to the Find Assets window and enter the asset number to find the asset that you added in Lab 1 of “Adding Assets Manually”.

N → Assets → Asset Workbench



The screenshot shows the 'Find Assets' window with the 'Find by Asset Detail' tab selected. The 'Asset Number' field contains 'FRA111'. Other fields like 'Tag Number', 'Serial Number', 'Warranty Number', 'Description', 'Category', and 'Asset Key' are empty. At the bottom, there are buttons for 'Clear', 'New', 'QuickAdditions', and 'Find'. Below these are buttons for 'Books', 'Source Lines', 'Assignments', and 'Open'.

2. Select (B) Find.



The screenshot shows the 'Assets' window with a table of assets. The first row is selected, showing the asset 'FRA111' with description 'MICRON COMPUTER' and category 'FRA.17506000.31520'.

Asset Number	Description	Tag Number	Category
FRA111	MICRON COMPUTER	FRA111	FRA.17506000.31520

At the bottom, there are buttons for 'New', 'QuickAdditions', 'Subcomponents', 'Retirements', 'Books', 'Source Lines', 'Assignments', and 'Open'.

Lab 1 Solutions: Transferring an Asset and Determining the Restrictions

3. Select (B) Assignments.

Asset Number: FRA111
Book: FRA
Reference Number:
Transfer Date: 24-JAN-2002
Comments:
Unit of Measure:
Total Units: 2
Units to Assign: 1 []

— Employee

Unit Change	Units	Name	Number	Expense Account	Location
1	1			2710700000.2002.0901050000.4042	FRA HQ.DC.WASHING

Done Cancel

- Transfer one unit assigned from an existing Expense Account and Location to the new location. In the Unit Change field of the asset you are transferring, enter -1. Tab to the next line and enter 1 in the Unit Change field.
- Tab to the Expense Account field and enter the following expense account:

Expense Account	
Fund	2720152000
Budget Year	Current FY
BPAC	5501000000
Organization	9013000000
Object Class	31520
SGL ACCT	67106600
Future 1	0000000000
Future 2	0000000000
Future 3	0000000000
Future 4	0000000000

Lab 1 Solutions: Transferring an Asset and Determining the Restrictions

The screenshot shows the 'FRA_AFF' window with the following fields and values:

FUND	2720152000	AMTRAK REFORM COUNCIL, FRA, DIRECT, FY 00-02
BUDGET YEAR	2002	BY 2002
BPAC	5501000000	ARC
ORGANIZATION	9013000000	PASS/PROGRAMS DIVISION
OBJECT CLASS	31520	ELECTRONIC EQUIP-CAP EQUIPMENT ELECT EQ-
SGL ACCOUNT	67106600	N,P - DEPRECIATION, AMORTIZATION, AND DEPLETION
FUTURE 1	0000000000	NOT APPLICABLE
FUTURE 2	0000000000	NOT APPLICABLE
FUTURE 3	0000000000	NOT APPLICABLE
FUTURE 4	0000000000	NOT APPLICABLE

Buttons at the bottom: OK, Cancel, Combinations, Clear, Help.

6. Tab to the Location field and enter the following new location:

Location	
OA Region	FRA R1
State	MA
City	Cambridge
County	Middlesex
Facility/Site	55 Broadway
Geographic Location Code	250170017

The screenshot shows the 'Location Flexfield' window with the following fields and values:

OA REGION	FRA R1	REGION 1
STATE	MA	MASSACHUSETTS
CITY	CAMBRIDGE	
COUNTY	MIDDLESEX	
FACILITY/SITE	55 BROADWAY	FEDERAL RAILROAD ADMINIST
GEOGRAPHIC LOCATION CODE	250170017	MA, CAMBRIDGE, MIDDLESEX

Buttons at the bottom: OK, Cancel, Combinations, Clear, Help.

7. Select (B) OK.

Lab 1 Solutions: Transferring an Asset and Determining the Restrictions

Asset Number: FRA111 Reference Number:
Book: FRA Transfer Date: 24-JAN-2002
Comments:
Distribution Set:
Unit of Measure:
Total Units: 2 Units to Assign: 0 []
— Employee —

Unit Change	Units	Name	Number	Expense Account	Location
1	1			2710700000.2002.0901050000.4042	FRA HQ.DC.WASHING
-1	1			2720152000.2002.5501000000.9013	FRA HQ.DC.WASHING
1	1			2720152000.2002.5501000000.9013	FRA R1.MA.CAMBRIDG

Done Cancel

8. Select (B) Done.

FRM-40400: Transaction complete: 3 records applied and saved.

OK

9. Select (B) OK.

10. What are the restrictions associated with the Transfer Date field?

If you transfer an asset during the period in which it was added, the transfer date automatically defaults to the asset's date placed in service, and you cannot change it.

Summary

You should now be able to do the following:

- Transfer a single asset between general ledger depreciation expense accounts and locations.
- Transfer a group of assets between depreciation expense accounts and locations.

Transferring Assets

- To transfer an asset, transfer asset units between general ledger depreciation expense accounts and locations. Balance transfer units by assigning each unit removed from a distribution to another distribution.
- To transfer a group of assets, create a Mass Transfer definition to specify how to transfer assets. Review the preview report and then perform the Mass Transfer.

Retiring Assets

Chapter 6

Retiring Assets

Section Objectives

At the end of this section, you should be able to:

- Fully retire an asset
- Partially retire an asset by cost or units
- Calculate gains and losses
- Calculate depreciation for the period retired
- Correct retirement errors
- Retire and reinstate a group of assets

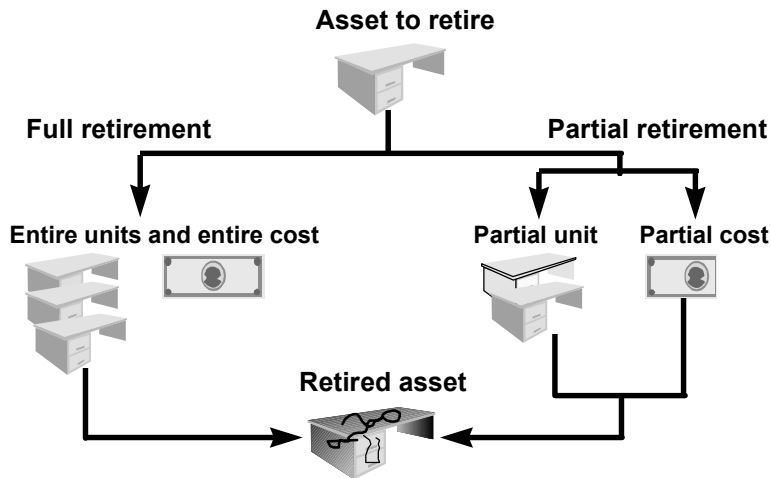
Overview

Retiring or Reinstating an Asset

- You retire an asset fully or partially when it is lost, stolen, damaged, sold, returned, or for any other reason that causes you to stop using it.
- You retire assets by units or cost.
- You perform a mass retirement by retiring a group of assets.
- You reinstate retired assets.
- You perform current and prior period retirements and reinstatements within the same fiscal year.

Retiring Assets

Retiring an Asset



Fully or Partially Retiring an Asset

You can retire all or part of an asset when it is no longer in service. Oracle Assets continues to track a fully reserved asset until you retire it. A fully reserved asset is a fully depreciated asset.

Retirement Type	Definition
Full retirement	Retiring an entire asset including all of its units and cost
Partial retirement	Retiring part of an asset by cost or specified units. The cost retired is distributed proportionately across the specified distribution lines.
Undo retirement	Reinstating a retirement

Discussing Retirement and Reinstatement Restrictions

Restrictions on Retirement and Reinstatement

Desired Action	Can Be Performed When
Retire an asset	The asset is in service in the current fiscal year and was added in a prior period
Reinstate an asset	The asset was retired in the current fiscal year
Reinstate a partially retired asset	No transactions have occurred since the partial retirement

Retiring Assets Restrictions

- Retire only assets that you added in previous periods and are effective in the current fiscal year.
- You cannot retire an asset that you added in the current period. Instead, enter it as a prior period retirement after you run depreciation. Or, if you do not want to create any journal entries, select Edit→Delete Record from the menu in the Asset Details window to delete the asset anytime in the period you added it without affecting any subcomponents.
- If an asset was erroneously added in a prior period, adjust the cost to zero and retire it.
- Retirement transactions cannot span fiscal year boundaries.

Fully Retiring Assets

Assets

Oracle Assets

N → Assets → Asset Workbench

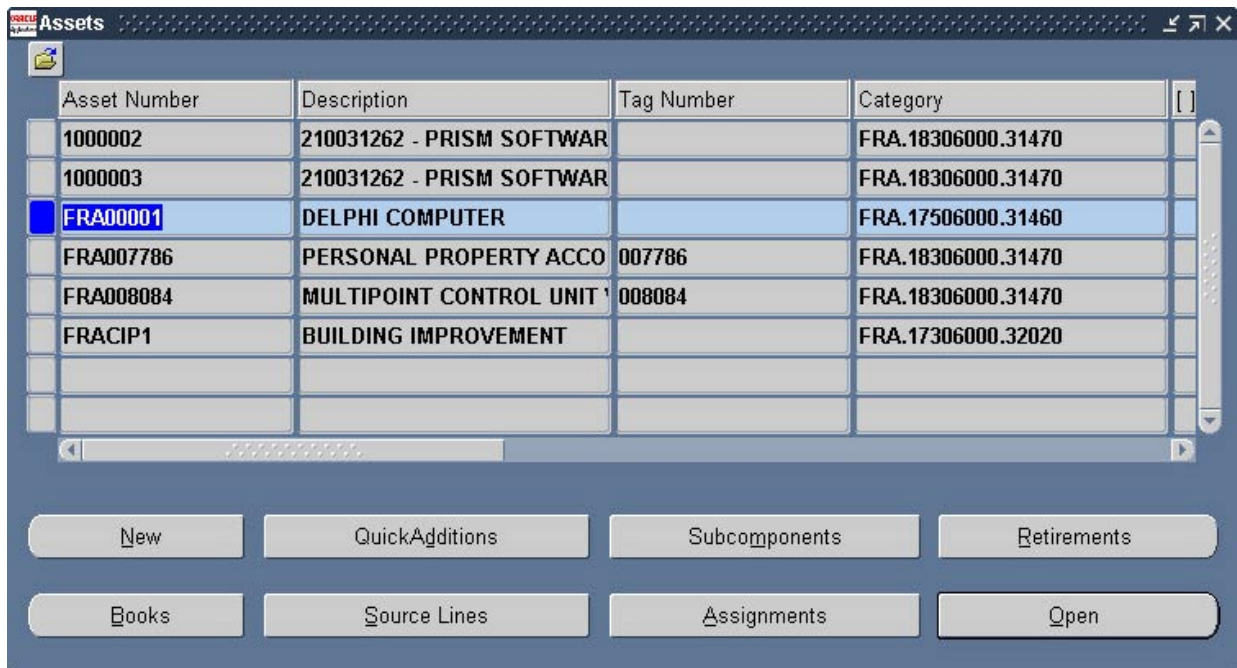
Find Assets

The screenshot shows the 'Find Assets' window in Oracle Assets. The 'Find by Asset Detail' tab is active. The input fields are arranged in two columns. The left column contains 'Asset Number', 'Tag Number', 'Serial Number', and 'Warranty Number'. The right column contains 'Description', 'Category', and 'Asset Key'. The 'Category' field has a dropdown arrow. At the bottom of the window are four buttons: 'Clear', 'New', 'QuickAdditions', and 'Find'.

Note: At least one field is required on the Find by Asset Details tab, Find by Assignment tab, Find by Source Line tab, or Find by Lease tab.

1. In the Find Assets window, select the Find by Asset Detail Tab. Enter the Asset Number and select (B) Find.

Assets



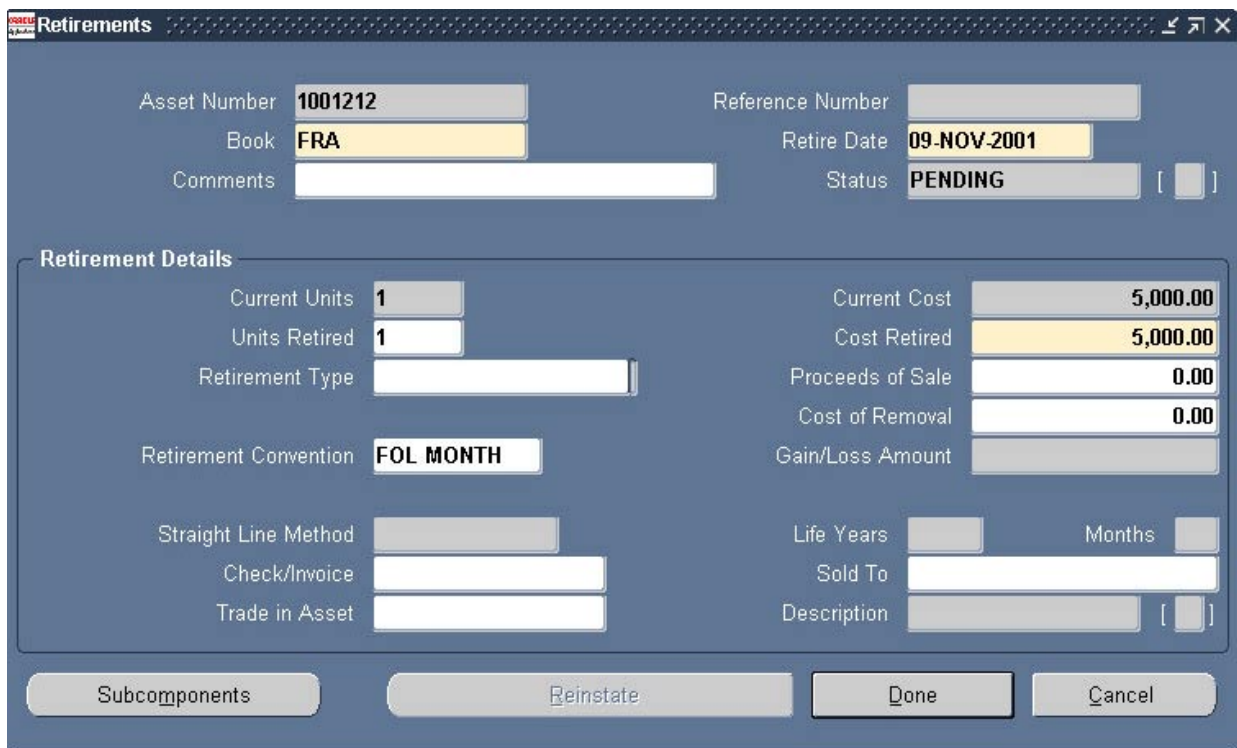
The Assets window displays a table of assets. The table has four columns: Asset Number, Description, Tag Number, and Category. The asset FRA00001 is highlighted in blue.

Asset Number	Description	Tag Number	Category
1000002	210031262 - PRISM SOFTWARE		FRA.18306000.31470
1000003	210031262 - PRISM SOFTWARE		FRA.18306000.31470
FRA00001	DELPHI COMPUTER		FRA.17506000.31460
FRA007786	PERSONAL PROPERTY ACCO	007786	FRA.18306000.31470
FRA008084	MULTIPOINT CONTROL UNIT	008084	FRA.18306000.31470
FRACIP1	BUILDING IMPROVEMENT		FRA.17306000.32020

Buttons at the bottom: New, QuickAdditions, Subcomponents, Retirements, Books, Source Lines, Assignments, Open.

2. In the Assets window highlight the asset to retire.
3. Select (B) Retirements.

Retirements



The Retirements window shows details for retiring asset 1001212. The Book is FRA, and the Retire Date is 09-NOV-2001. The Status is PENDING.

Retirement Details

Current Units	1	Current Cost	5,000.00
Units Retired	1	Cost Retired	5,000.00
Retirement Type		Proceeds of Sale	0.00
Retirement Convention	FOL MONTH	Cost of Removal	0.00
Straight Line Method		Gain/Loss Amount	
Check/Invoice		Life Years	
Trade in Asset		Months	
		Sold To	
		Description	

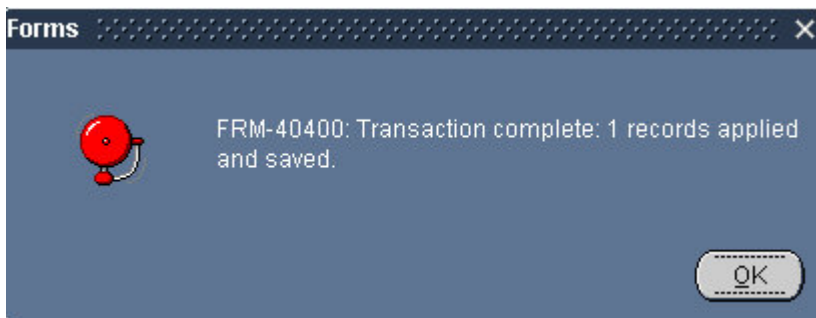
Buttons at the bottom: Subcomponents, Reinstate, Done, Cancel.

4. In the Retirements window, enter the following information.

RETIREMENTS		
Field Name	Comments	Required?
Asset Number	Displays the Asset Number selected	Display Only
Reference Number	Field is protected from update.	Display Only
Book	From the LOV, choose the depreciation book for the asset.	Yes
Retire Date	Enter the date of the retirement. It must be in the current fiscal year and not before any other transaction on the asset. The system will default the current date. Use the LOV to change the date.	Yes
Comments	Optionally enter the reason for this retirement.	No
Status	Displays the status of the retirement as Pending, Processed, or Reinstated.	Display Only
Retirement Details		
Current Units	This field displays the number of units available for retirement.	Display Only
Current Cost	This field displays the current cost of the asset available for retirement.	Display Only
Units Retired	You can fully retire the asset by entering all the units.	No
Cost Retired	You can fully retire an asset by entering the entire cost of the asset. When you retire an asset by cost, the units remain unchanged and the cost retired is spread evenly among all assignment lines.	Yes
Retirement Type	Select the retirement type from the LOV.	No
Proceeds of Sale	Enter the amount received from the proceeds of the sale.	No
Cost of Removal	Enter the cost, if any, to remove the asset.	No
Retirement Convention	Displays the Retirement Convention of the Asset and can be changed as needed using the LOV if asset is not fully reserved.	No
Gain/Loss Amount	Proceed of Sale - Cost of Removal - Net Book Value Retired.	Display Only
Straight Line Method	This field is protected from update.	Display Only
Life Years	This field is protected from update.	Display Only
Months	Field protected from update.	Display Only
Check/Invoice	Optionally enter the check or invoice number of this retirement.	No
Sold To	Enter whether the asset was sold to an individual or another government organization.	No
Trade in Asset	If the Asset being retired was traded in for a new asset, enter the new asset number. The new asset must exist in the system.	No
Description	Displays the Description of the Trade in Asset Number.	Display Only

5. Select (B) Done to save the retirement transaction.

Forms



6. Select (B) OK in the Forms window.

Oracle Assets does not retire the following types of assets:

- assets added during the current period
- assets with transactions dated after the retirement date you enter
- for reinstatements, assets retired during a prior fiscal year

Fully Retiring Assets: Subcomponent

Find Assets

Oracle Assets

N → Assets → Asset Workbench

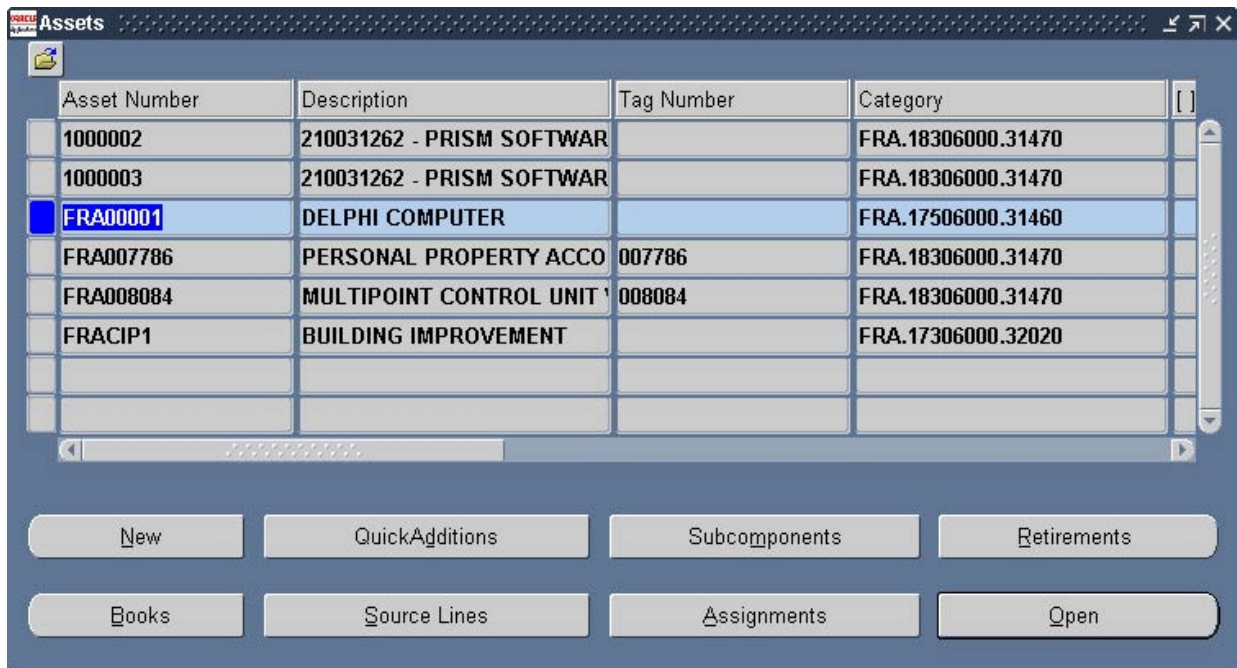
Find Assets

The screenshot shows the 'Find Assets' window in Oracle Assets. The 'Find by Asset Detail' tab is active. The input fields are arranged in two columns. The left column contains 'Asset Number', 'Tag Number', 'Serial Number', and 'Warranty Number'. The right column contains 'Description', 'Category', and 'Asset Key'. The 'Category' field has a dropdown arrow. At the bottom of the window are four buttons: 'Clear', 'New', 'QuickAdditions', and 'Find'.

Note: At least one field is required on the Find by Asset Details tab, Find by Assignment tab, Find by Source Line tab, or Find by Lease tab.

1. In the Find Assets window, select the Find by Asset Detail Tab. Enter the Asset Number of the asset to be retired and select (B) Find.

Assets



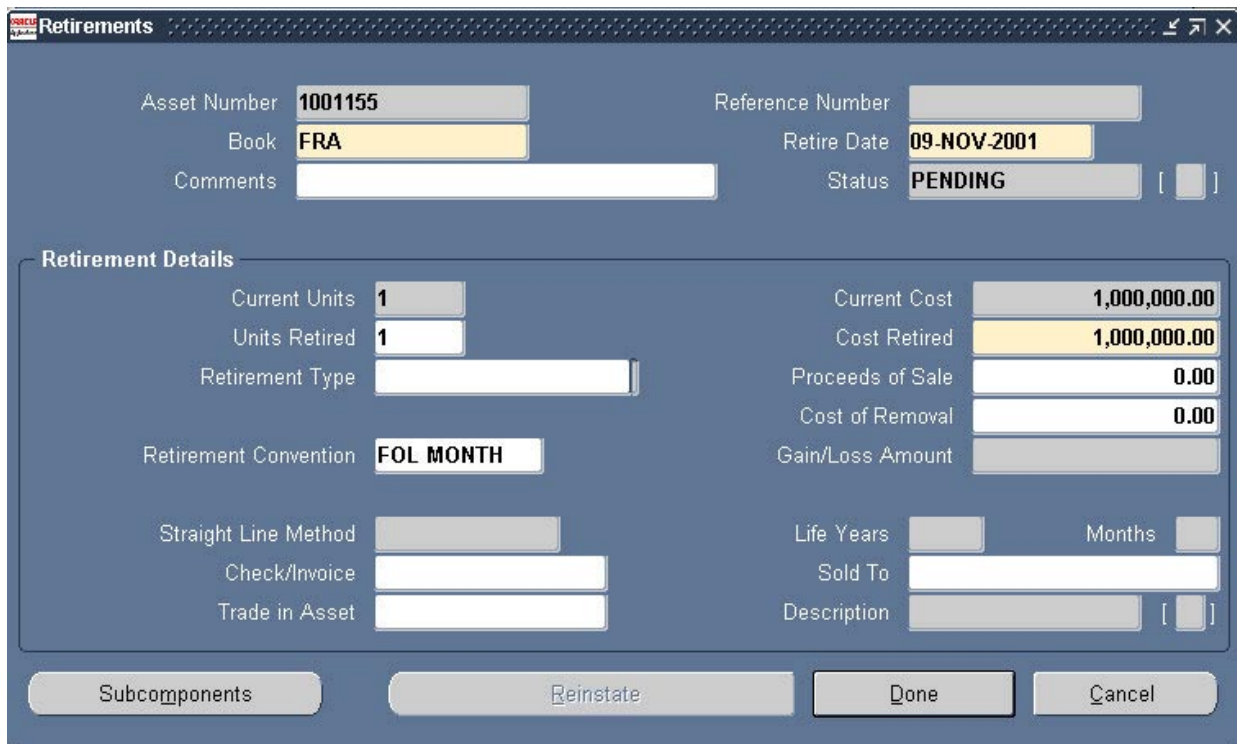
The Assets window displays a table of assets with columns: Asset Number, Description, Tag Number, and Category. The asset FRA00001 is highlighted. Below the table are buttons for New, QuickAdditions, Subcomponents, Retirements, Books, Source Lines, Assignments, and Open.

Asset Number	Description	Tag Number	Category
1000002	210031262 - PRISM SOFTWARE		FRA.18306000.31470
1000003	210031262 - PRISM SOFTWARE		FRA.18306000.31470
FRA00001	DELPHI COMPUTER		FRA.17506000.31460
FRA007786	PERSONAL PROPERTY ACCO	007786	FRA.18306000.31470
FRA008084	MULTIPOINT CONTROL UNIT	008084	FRA.18306000.31470
FRACIP1	BUILDING IMPROVEMENT		FRA.17306000.32020

Buttons: New, QuickAdditions, Subcomponents, Retirements, Books, Source Lines, Assignments, Open

2. In the Assets window, highlight the asset to retire.
3. Select (B) Retirements.

Retirements



The Retirements window shows fields for Asset Number (1001155), Reference Number, Book (FRA), Retire Date (09-NOV-2001), Comments, and Status (PENDING). Below is a Retirement Details section with fields for Current Units (1), Units Retired (1), Retirement Type, Retirement Convention (FOL MONTH), Current Cost (1,000,000.00), Cost Retired (1,000,000.00), Proceeds of Sale (0.00), Cost of Removal (0.00), Gain/Loss Amount, Straight Line Method, Life Years, Months, Check/Invoice, Sold To, Trade in Asset, and Description.

Asset Number: 1001155 Reference Number: Book: FRA Retire Date: 09-NOV-2001 Status: PENDING

Comments: Retirement Details:

Current Units	1	Current Cost	1,000,000.00
Units Retired	1	Cost Retired	1,000,000.00
Retirement Type		Proceeds of Sale	0.00
Retirement Convention	FOL MONTH	Cost of Removal	0.00
Straight Line Method		Gain/Loss Amount	
Check/Invoice		Life Years	
Trade in Asset		Months	
		Sold To	
		Description	

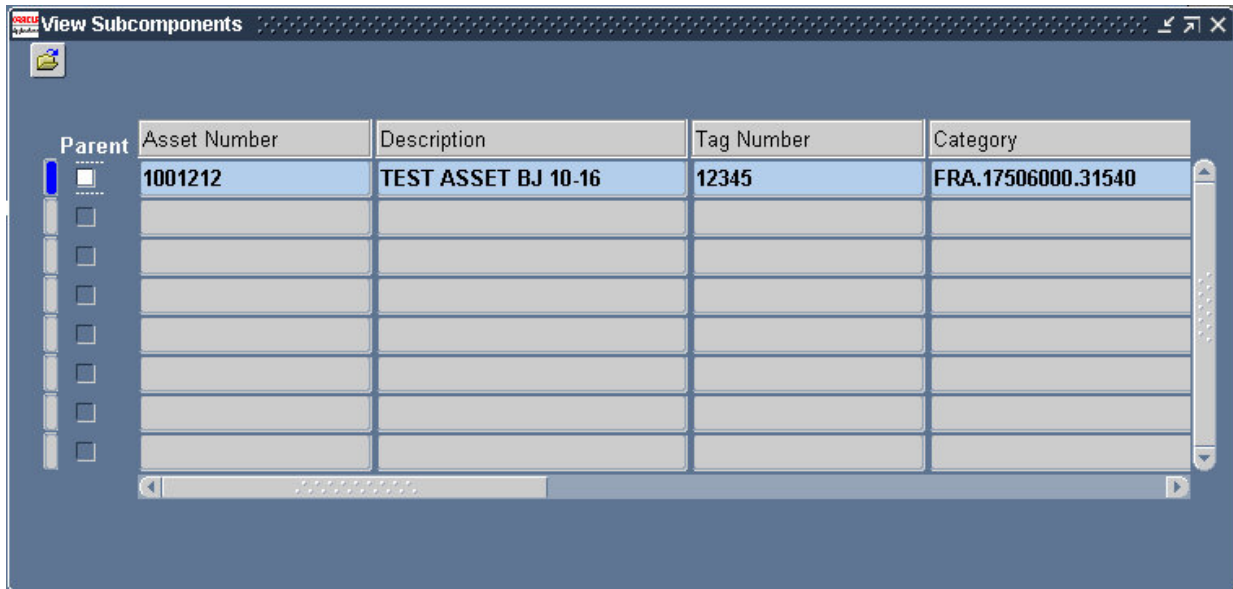
Buttons: Subcomponents, Reinstate, Done, Cancel

4. In the Retirements window, enter the following information.

RETIREMENTS		
Field Name	Comments	Required?
Asset Number	Displays the asset number selected.	Display Only
Reference Number	Field protected from update.	Display Only
Book	From the LOV, choose the depreciation book for the asset.	Yes
Retire Date	Enter the date of the retirement. It must be in the current fiscal year and not before any other transaction on the asset. The system will default the current date. Use the LOV to change the date.	Yes
Comments	Optionally enter the reason for this retirement.	No
Status	Displays the status of the retirement as Pending, Processed, or Reinstated.	Display Only
Retirement Details		
Current Units	This field displays the number of units available for retirement.	Display Only
Current Cost	This field displays the current cost of the asset available for retirement.	Display Only
Units Retired	You can fully retire the asset by entering all the units or enter a smaller number of units to partially retire the asset. When you retire an asset by units, the fraction of the cost retired is automatically calculated. The number of units retired must be a whole number.	No
Cost Retired	You can fully retire an asset by entering the entire cost of the asset or enter a smaller cost amount to partially retire the asset. When you retire an asset by cost, the units remain unchanged and the cost retired is spread evenly among all assignment lines.	Yes
Retirement Type	Select the retirement type from the LOV.	No
Proceeds of Sale	Enter the amount received from the proceeds of the sale.	No
Cost of Removal	Enter the cost, if any, to remove the asset.	No
Retirement Convention	Displays the Retirement Convention of the Asset and can be changed as needed using the LOV, if the asset is not fully reserved.	No
Gain/Loss Amount	Proceed of Sale - Cost of Removal - Net Book Value Retired.	Display Only
Straight Line Method	This field is protected from update.	Display Only
Life Years	This field is protected from update.	Display Only
Months	This field is protected from update.	Display Only
Check/Invoice	Optionally enter the check or invoice number of this retirement.	No
Sold To	Enter whether the asset was sold to an individual or another government organization.	No
Trade in Asset	If the asset being retired was traded for a new asset, enter the new asset number. The new asset must be in the system.	No
Description	Displays the description of the Trade In Asset number.	Display Only

5. Select (B) Subcomponents to view the subcomponent asset(s) affected by the retirement transaction. To partially retire an asset the subcomponents can be individually retired.

View Subcomponents

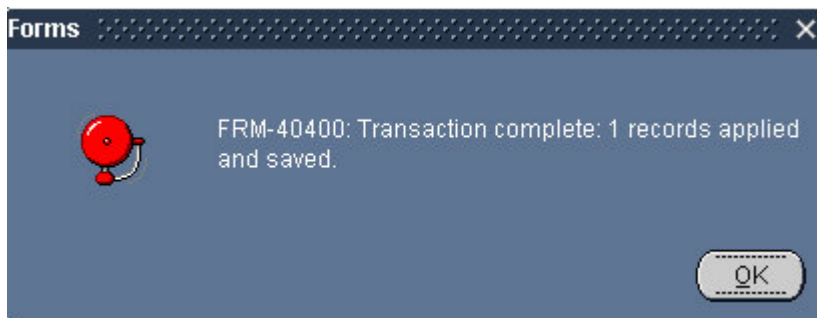


6. Once in the View Subcomponents window, use the scroll bar to see all fields relevant to the subcomponents.

VIEW SUBCOMPONENTS		
Field Name	Comments	Required?
Parent Checkbox	If checked this is a Parent Asset with one or more subcomponents, if unchecked this asset has no subcomponents.	Display Only
Asset Number	Displays the Number of the Asset selected.	Display Only
Description	Displays the Description of the Asset.	Display Only
Tag Number	Displays the Tag Number of the Asset.	Display Only
Category	Displays the Category of the Asset consisting of Operating Admin, Account, and Class.	Display Only
Serial Number	Displays the Serial Number of the Asset.	Display Only
Asset Key	Displays the Asset Key of the Asset consisting of Book, Region, and Organization.	Display Only
Asset Type	Displays the Asset Type of the Asset as Capitalized, CIP, or Expensed.	Display Only
Units	Displays the number of Units for the Asset.	Display Only
Property Type	Displays the Property Type of the Asset.	Display Only
Ownership	Displays Owned or Used.	Display Only
Property Class	Displays the Property Class of the Asset.	Display Only

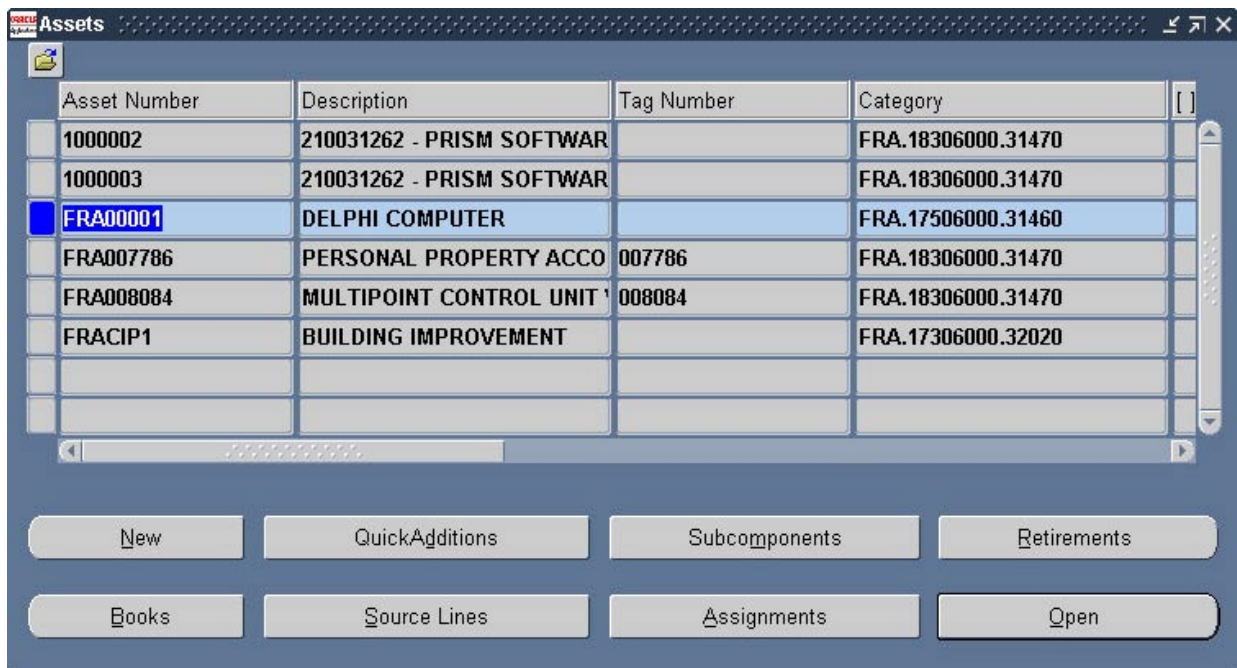
7. Close the View Subcomponents window and return to the Retirements screen. Select (B) Done to complete retirement on the Parent Asset.

Forms



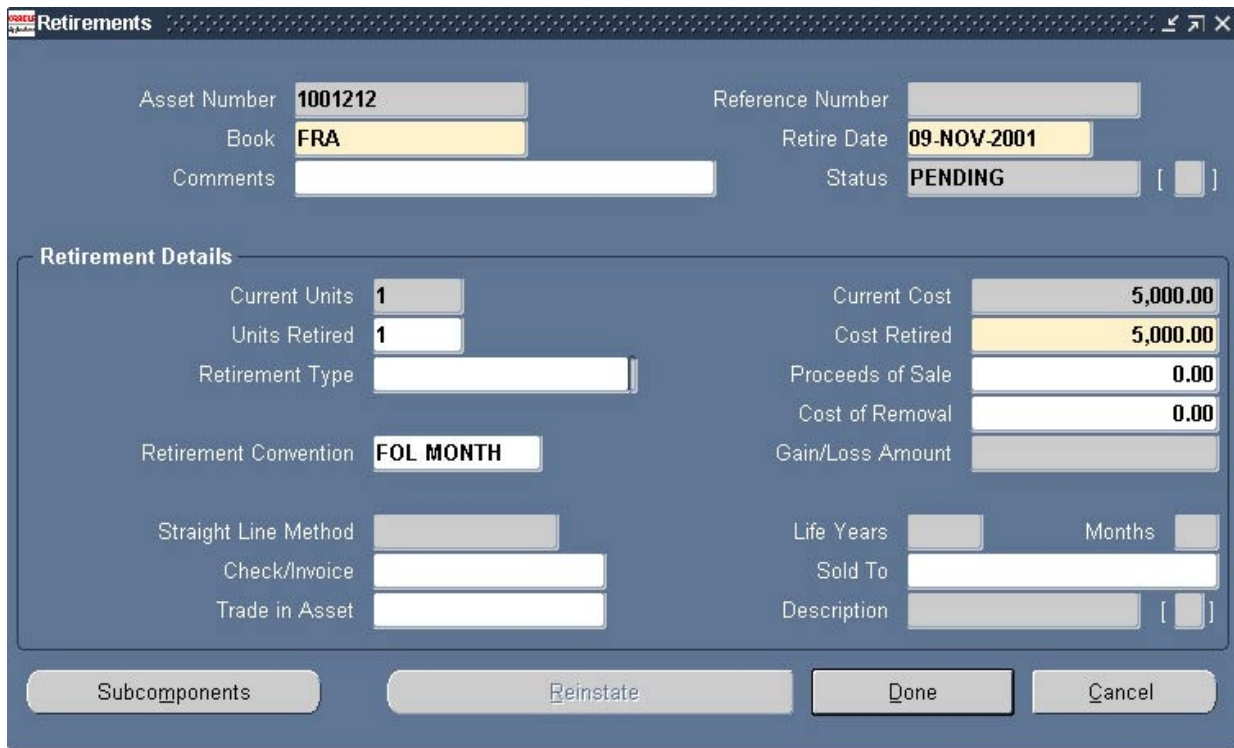
8. Select (B) OK to save the retirement. This will take you back to the Assets window.

Assets



9. In the Assets window highlight the Subcomponent Asset to retire, and select (B) Retirements.

Retirements



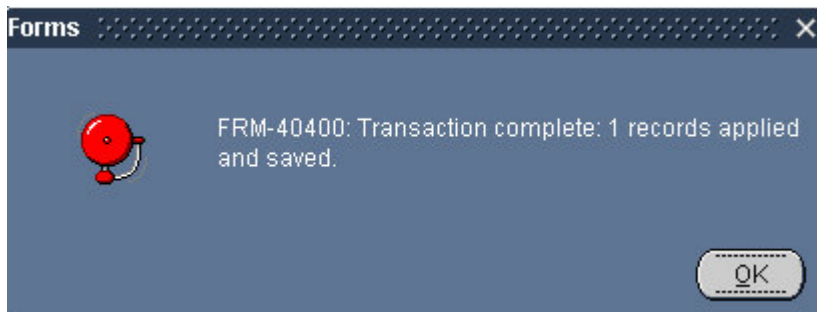
The 'Retirements' dialog box contains the following fields and controls:

- Asset Number:** 1001212
- Reference Number:** (empty)
- Book:** FRA
- Retire Date:** 09-NOV-2001
- Comments:** (empty)
- Status:** PENDING
- Retirement Details:**
 - Current Units:** 1
 - Units Retired:** 1
 - Retirement Type:** (empty)
 - Current Cost:** 5,000.00
 - Cost Retired:** 5,000.00
 - Proceeds of Sale:** 0.00
 - Cost of Removal:** 0.00
 - Retirement Convention:** FOL MONTH
 - Gain/Loss Amount:** (empty)
 - Straight Line Method:** (empty)
 - Life Years:** (empty)
 - Months:** (empty)
 - Check/Invoice:** (empty)
 - Sold To:** (empty)
 - Trade in Asset:** (empty)
 - Description:** (empty)

Buttons at the bottom: Subcomponents, Reinstate, Done, Cancel.

10. Select (B) Done.

Forms



The 'Forms' dialog box displays a red bell icon and the message: "FRM-40400: Transaction complete: 1 records applied and saved." An OK button is located at the bottom right.

11. Select (B) OK to save the retirement transaction.

Oracle Assets does not retire the following types of assets:

- assets added during the current period
- assets with transactions dated after the retirement date you enter
- for reinstatements, assets retired during a prior fiscal year.

Discussing Retirement and Reinstatement Restrictions

Reinstating Assets Restrictions

- You can only reinstate assets retired in the current fiscal year.
- You can reinstate a partially retired asset only if you have not performed any transactions on the asset since the partial retirement.
- You can reinstate only the most recent partial retirement if you have performed several partial retirements on the asset.

Partially Retiring Assets

Partially Retiring an Asset

By Cost

- Enter the cost to retire.
- The cost change will not affect the unit amount. Oracle Assets distributes the cost retired proportionally across all distribution lines.

By Units

- Enter whole numbers for the number of units you want to retire.
- Oracle Assets calculates the cost retired as the fraction of total cost for the units retired relative to the total number of units.

Retiring an Asset Partially

- Retire part of an asset by cost or by units.
- The procedure to partially retire an asset is identical to the procedure for fully retiring the asset. The only difference occurs when you specify the cost or units to retire.
- The transaction type, Transfer In, is used when an asset is first added. Transfer is used for transferring an asset, and Transfer Out is used when retiring by units. Neither Transfer In nor Transfer Out are used for transfers.
- If you perform multiple partial retirements on an asset within a period, run the Calculate Gains and Losses program between transactions.

Partially Retiring Assets

Find Assets

Oracle Assets

N → Assets → Asset Workbench

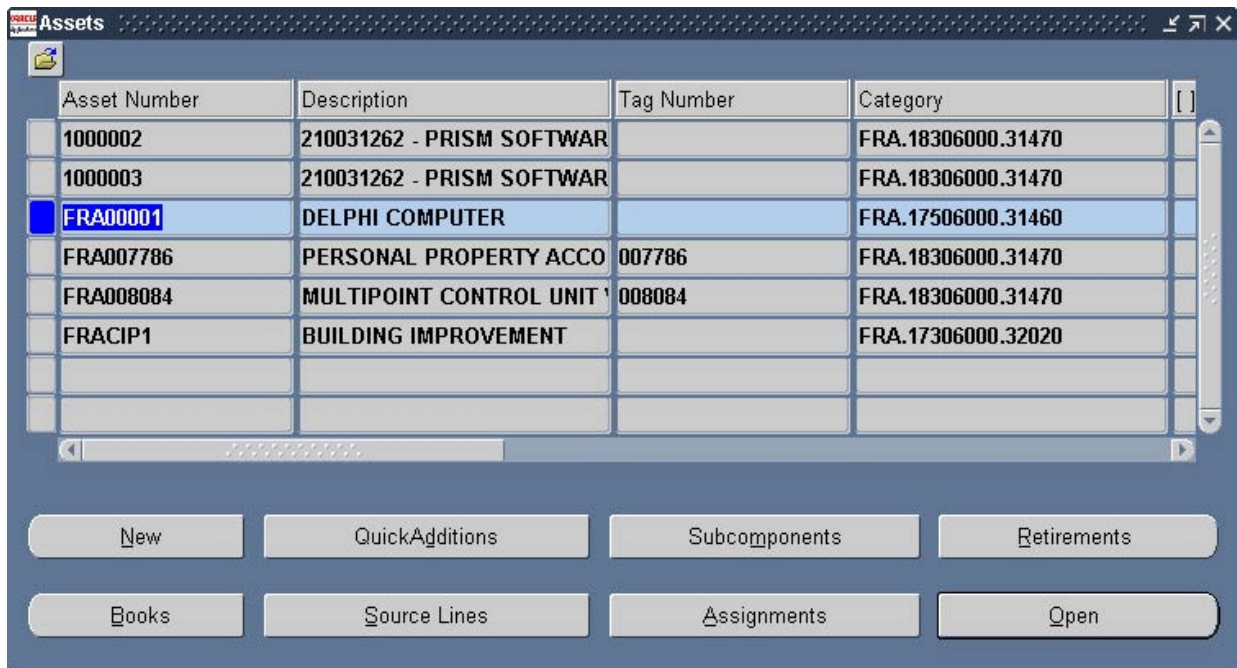
Find Assets

The screenshot shows the 'Find Assets' window in Oracle Assets. The 'Find by Asset Detail' tab is active. The input fields are arranged in two columns. The left column contains 'Asset Number', 'Tag Number', 'Serial Number', and 'Warranty Number'. The right column contains 'Description', 'Category', and 'Asset Key'. The 'Category' field has a dropdown arrow. At the bottom of the window are four buttons: 'Clear', 'New', 'QuickAdditions', and 'Find'.

Note: At least one field is required on the Find by Asset Details tab, Find by Assignment tab, Find by Source Line tab, or Find by Lease tab.

1. In the Find Assets window, select the Find by Asset Detail Tab. Enter the Asset Number and select (B) Find.

Assets



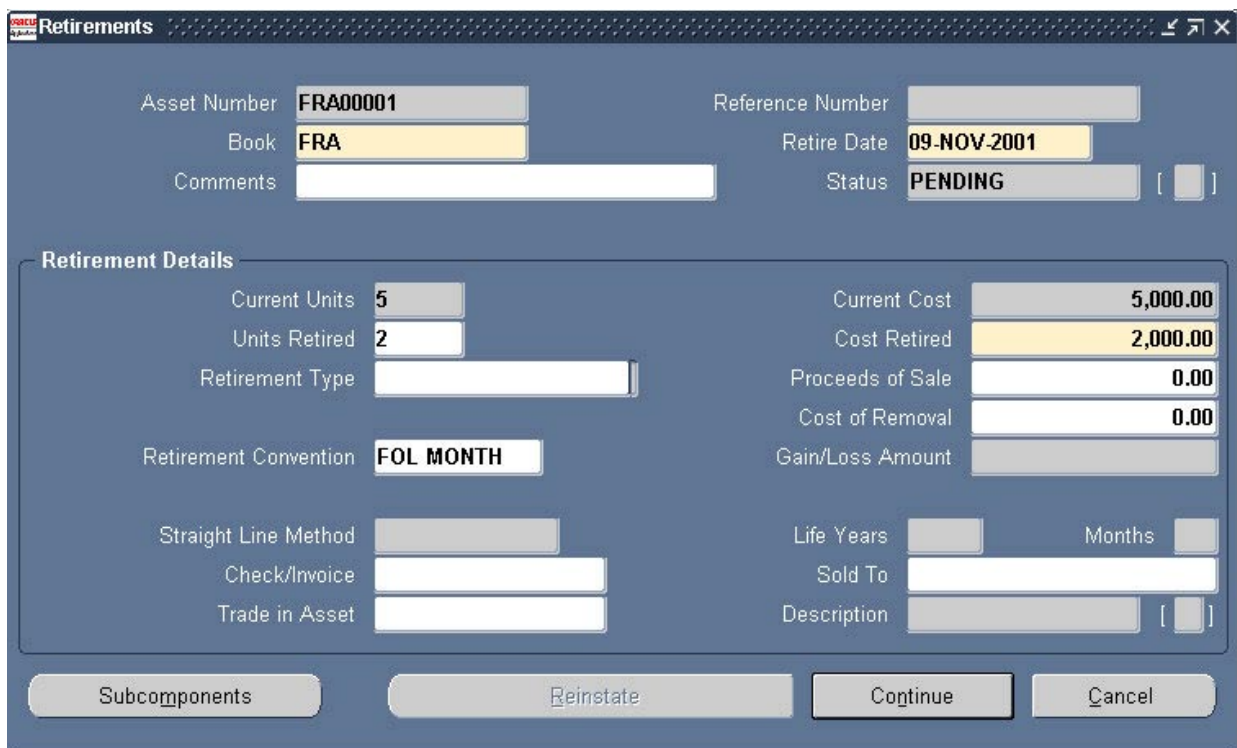
The Assets window displays a table of assets with the following data:

Asset Number	Description	Tag Number	Category
1000002	210031262 - PRISM SOFTWARE		FRA.18306000.31470
1000003	210031262 - PRISM SOFTWARE		FRA.18306000.31470
FRA00001	DELPHI COMPUTER		FRA.17506000.31460
FRA007786	PERSONAL PROPERTY ACCO	007786	FRA.18306000.31470
FRA008084	MULTIPOINT CONTROL UNIT	008084	FRA.18306000.31470
FRACIP1	BUILDING IMPROVEMENT		FRA.17306000.32020

Buttons at the bottom: New, QuickAdditions, Subcomponents, Retirements, Books, Source Lines, Assignments, Open.

2. In the Assets window highlight the asset that you wish to retire.
3. Select (B) Retirements.

Retirements



The Retirements window displays the following information:

Asset Number: FRA00001
Book: FRA
Comments:
Reference Number:
Retire Date: 09-NOV-2001
Status: PENDING

Retirement Details

Current Units	5	Current Cost	5,000.00
Units Retired	2	Cost Retired	2,000.00
Retirement Type		Proceeds of Sale	0.00
Retirement Convention	FOL MONTH	Cost of Removal	0.00
Straight Line Method		Gain/Loss Amount	
Check/Invoice		Life Years	
Trade in Asset		Months	
		Sold To	
		Description	

Buttons at the bottom: Subcomponents, Reinstate, Continue, Cancel.

4. In the Retirements window, enter the following information.

RETIREMENTS		
Field Name	Comments	Required?
Asset Number	Displays the Asset Number selected.	Display Only
Reference Number	This field is protected from update..	Display Only
Book	From the LOV, choose the depreciation book for the asset.	Yes
Retire Date	Enter the date of the retirement. It must be in the current fiscal year and not before any other transaction on the asset. The system will default the current date. Use the LOV to change the date.	Yes
Comments	Optionally enter the reason for this retirement.	No
Status	Displays the status of the Retirement as Pending, Proceed, or Reinstate.	Display Only
Retirement Details		
Current Units	This field displays the number of units available for retirement.	Display Only
Current Cost	This field displays the current cost of the asset available for retirement.	Display Only
Units Retired	You can fully retire the asset by entering all the units or enter a smaller number of units to partially retire the asset. When you retire an asset by units, the fraction of the cost retired is automatically calculated. The number of units retired must be a whole number.	No
Cost Retired	You can fully retire an asset by entering the entire cost of the asset or enter a smaller cost amount to partially retire the asset. When you retire an asset by cost, the units remain unchanged and the cost retired is spread evenly among all assignment lines.	Yes
Retirement Type	Select the retirement type from the LOV.	No
Proceeds of Sale	Enter the amount received from the proceeds of the sale.	No
Cost of Removal	Enter the cost, if any, to remove the asset.	No
Retirement Convention	Displays the Retirement Convention of the Asset and can be changed as needed using LOV, if the asset is not fully received.	No
Gain/Loss Amount	Proceed of Sale - Cost of Removal - Net Book Value Retired	Display Only
Straight Line Method	This field is protected from update.	Display Only
Life Years	This field is protected from update.	Display Only
Months	This field is protected from update.	Display Only
Check/Invoice	Optionally enter the check or invoice number of this retirement.	No
Sold To	Enter whether the asset was sold to an individual or another government organization.	No
Trade in Asset	If the asset being retired was traded in for a new asset, enter the new asset number. The asset must exist in the system.	No
Description	Displays the description of the Trade In Asset number.	Display Only

5. Select (B) Continue to retire units in the Assignments window.

Assignments

Asset Number **FRA00001** Reference Number

Book **FRA** Transfer Date **09-NOV-2001**

Comments

Unit of Measure

Total Units **3** Units to Assign **0** []

Employee

Unit Change	Units	Name	Number	Expense Account	Location
-2	5			2710700000.2001.0901050000.4040	FRA HQ.DC.WASHING

Done Cancel

6. In the Assignments window select the Unit Change field and enter the number of units that you are retiring as a negative number.
7. Select (B) Done to save the Retirement transaction.

Forms

FRM-40400: Transaction complete: 3 records applied and saved.

OK

8. Select (B) OK in the Forms window.

Processing Pending Retirements and Reinstatements

Processing Retirements with Status PENDING

- Oracle Assets calculates the gain or loss for a retirement and removes the asset cost and accumulated depreciation from the appropriate accounts.
- It takes depreciation during the period of retirement according to the retirement convention.
- It updates the status of the retirement to Processed.

Processing Reinstatements with Status REINSTATE

- Oracle Assets reinstates the cost and Accumulated Depreciation to the appropriate accounts.
- It determines depreciation adjustment for missed depreciation.
- It updates the status of the retirement to Deleted.

Running this process separately reduces the end-of-period processing time, because some processing is done in advance.

Partial unit retirements terminate the existing distribution and create a new distribution.

Partial unit reinstatements terminate the new distribution and recreate the old distribution.

Updating Retirement Status

Updating a Retirement Status

When you run the depreciation program or the calculate gains and losses program, the status of the retirement changes.

Type of Retirement	Current Status	Change Status	
		Before	After
New	Pending	Pending	Processed
Reinstated	Processed	Reinstate	Deleted

Changing Retirement Status

- Each retirement transaction has a status.
- A new retirement receives the status of Pending.
- The depreciation program automatically processes retirements.
- After you run the depreciation or Calculate Gains and Losses program, the status changes to Processed.
- When you reinstate a retired asset with a status of Processed, Oracle Assets changes the status to Reinstate.
- After calculating gains and losses, the status becomes Deleted.

For books with a large volume of assets, run the Calculate Gains and Losses program several times during the period to reduce the time the depreciation program takes to run at the end of the period.

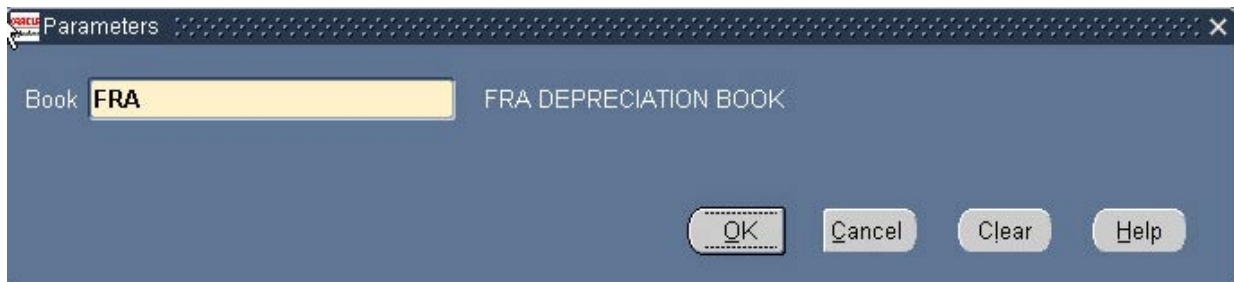
Calculating Gains and Losses

Parameters

Oracle Assets

N → Depreciation → Calculate Gains and Losses

Parameters



1. The Parameters window will automatically appear over the Submit Request window. Enter the following information and select (B) OK.

PARAMETERS		
Field Name	Comments	Required?
Book	From the LOV, enter the book for which you want to calculate gains and losses.	Yes

Submit Request

2. In the Submit Request window, enter the following information.

SUBMIT REQUEST		
Run this Request Area		
Field Name	Comments	Required?
Name	Calculate Gains and Losses is automatically populated.	Display Only
Parameters	Populated when you choose the book that you want to calculate gains and losses in the parameters window.	Yes
Language	Automatically populated.	Display Only
At these Times Area		
As soon as possible	Automatically populated.	Display Only
Upon Completion Area		
Save all Output Files	This box is automatically checked.	Yes
Notify	Optional – Leave blank for calculate gains and losses.	No
Print To	The printer will default in from your Personal Profile value.	Yes

3. Select (B) Submit to submit a concurrent process to calculate gains and losses.



4. Make note of the concurrent process number and select (B) OK.
5. Select (M) View: Requests to review the log file after the request is completed.

6. In the Find Requests window, select the Specific Requests button and then enter the previously noted concurrent process number in the Request ID field. Select (B) Find.

Requests

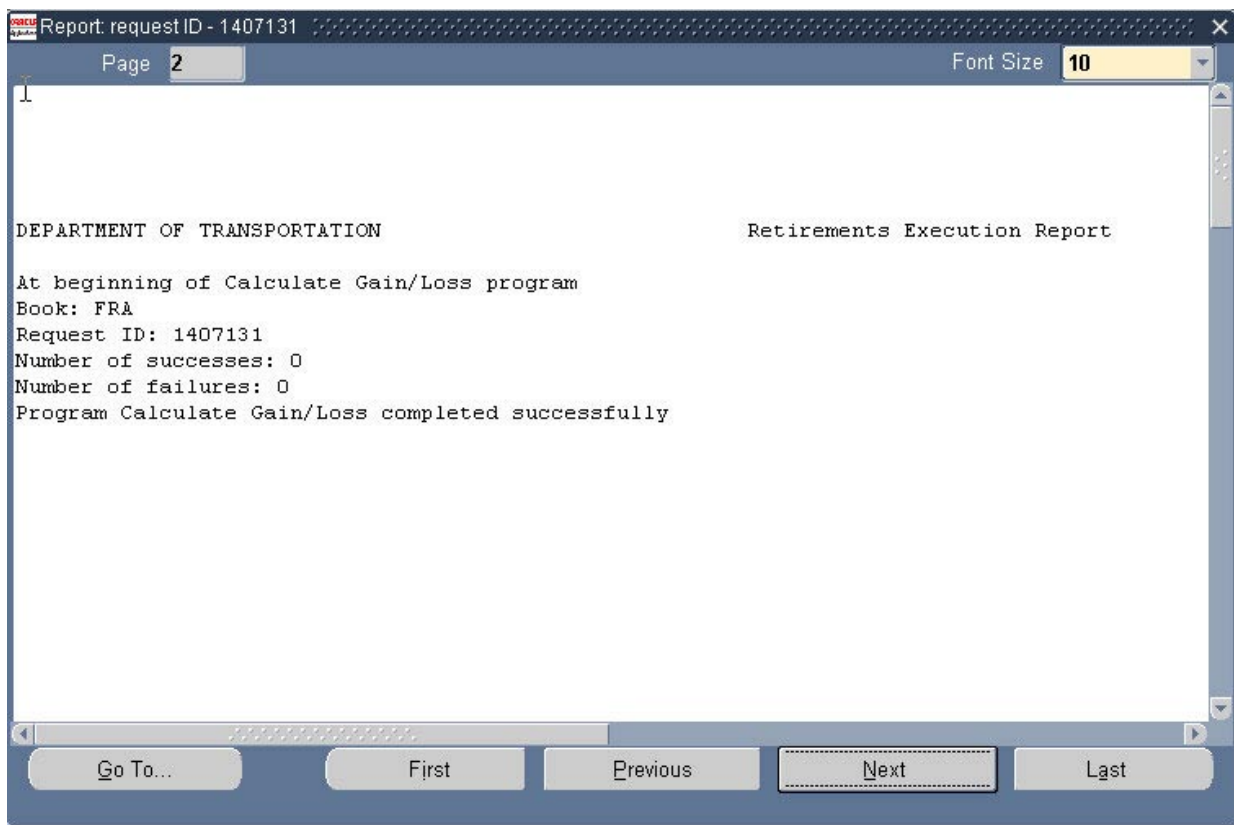
Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
469193	Calculate Gains and Loss		Completed	Normal	FRA, OCT-01_FY-02
468155	Insurance Calculation Ro		Completed	Normal	FRA, 2001, , ,
468147	Reprint output of request		Completed	Normal	468143, anf2_145_ps, 1, LANDWIDE
468143	Insurance Values Detail I		Completed	Normal	FRA, 50134, 0000000000, /
468142	Insurance Data Report		Completed	Normal	FRA, 50134, 0000000000, /
467565	Mass Additions Posting R	467564	Completed	Normal	FRA
467564	Mass Additions Posting R	467561	Completed	Normal	140, 46, 10033, 467561
467563	Mass Additions Post	467562	Completed	Normal	FRA, NORMAL
467562	Mass Additions Post (Req	467561	Completed	Normal	140, 46, 10032, 467561
467561	Post Mass Additions (Rep		Completed	Normal	140, 46

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

7. In the Requests window, select (B) Refresh Data until the Phase field shows completed.
8. Select (B) View Output to view the report.



9. To view the report, use the scroll bars and (B) Next.

- Oracle Assets calculates gains and losses resulting from retirements.
- It corrects the accumulated depreciation for reinstated assets.

10. Close the window.

Calculating Depreciation for the Period Retired

Calculating Depreciation for Current and Prior Period Retirements

Oracle Assets calculates any depreciation for a current period retirement and automatically backs out any excess depreciation resulting from a prior period retirement.

Specify whether to take depreciation in the year that you retire the asset for the depreciation method (depreciate-in-year-retired flag).

Discussing Prorate Convention and Retirement Convention

- Oracle Assets uses the prorate convention to determine how much depreciation to take in the first and last years of an asset's life based on the asset's date placed in service.
- Oracle Assets uses the retirement convention to determine how much depreciation to take in the year retired based on the retirement date.

Recording Retirements and Reinstatements

Recording Retirement and Reinstatement

Action	Asset Type		
	Capitalized	CIP*	Expensed
1. Charges or reverses depreciation for the year retired	✓	✓	
2. Removes the asset cost and accumulated depreciation from the corresponding accounts	✓	✓	
3. Clears the proceeds of sale and the cost of removal	✓	✓	
4. Recognizes gain or loss from the retirement	✓		
5. Creates no journal entries			✓

* Construction-in-Process

Recording a Retirement and a Reinstatement

Oracle Assets records retirement depending on the asset types and records reinstatement on all asset types.

Recording on Capitalized Assets

Oracle Assets charges or reverses depreciation for the year retired. It removes the asset cost and accumulated depreciation from the corresponding accounts. It clears the proceeds of sale and the cost of removal. It recognizes gain or loss from the retirement.

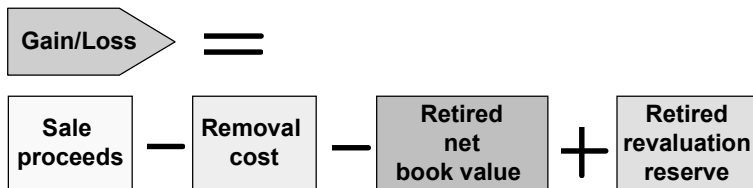
Recording on Expensed Items

Oracle Assets does not create journal entries for retirement of expensed assets.

Recording Retirements

Recording Retirement

Calculating the Gain or Loss from the Asset Sale



Recording a Full Retirement with Multiple Retirement Accounts

Recording Retirements

Recording a Retirement on Multiple Accounts

Create journal entries on multiple accounts defined for the book.

Identifying Separate Accounts for Each Component of Gain or Loss

- Proceeds of sale
- Cost of removal
- Retired net book value
- Retired revaluation reserve

Recording Retirements

Recording Retirement on Separate Account Sets for Gains and Losses

- If the retirement results in a gain, Oracle Assets creates journal entries to the gain accounts.
- If the retirement results in a loss, Oracle Assets creates journal entries to the loss accounts.

Reinstating Assets

Reinstating Retired Assets

Oracle Assets makes it easy to reinstate formerly retired assets.

Retirement Status	Option to Choose	Result
Pending	Undo Retirement	Deletes the retirement transaction
Processed	Reinstate	Creates the reinstatement transaction, and reverses the retirement entry
Reinstatement Error	Undo Reinstatement	Reverses the reinstatement entry

Reinstating Assets Using the Retirement Status

Reinstatement depends on the status of the retirement.

Reinstating with a PENDING Status

- Select Undo Retirement to delete the retirement transaction.
- No journal entries are created, and there is no audit trail.

Reinstating with a PROCESSED Status

- Select Reinstate to create the reinstatement transaction.
- When you run the Calculate Gains and Losses program, Oracle Assets creates journal entries to reverse the effects of the retirement.

Reinstating Assets

Correcting a Reinstatement Error

- If you made a mistake reinstating a retired asset, find the reinstatement by using the Asset number.
- Select Undo Reinstatement.

Retiring a Group of Assets

Mass Retirements

Oracle Assets

N → Mass Transactions → Retirements → Create and Reinstale

Mass Retirements

Book [dropdown] Mass Transaction Number [text]
Status **New** Retire Date [date]
Retirement Type [text] Proceeds of Sale [text]
☐ Retire Subcomponents Cost of Removal [text]
Comments [text area]

Retirements

Asset Type **Capitalized** Fully Reserved ☐ Yes ☐ No
Expense Accounts [text] - [text]
Location [text]
Employee Name [text] Number [text]
Category [text] Asset Key [text]
Cost Range [text] - [text]
Asset Numbers [text] - [text]
Dates in Service [text] - [text]

[Create] [Discard] [Retire] [Review]

Note: In the Retirements area, enter values for only the fields that you wish to supply selection criteria for the mass retirement.

1. In the Mass Retirements window, enter the following information.

MASS RETIREMENTS		
Field Name	Comments	Required?
Book	From the LOV, choose the book to retire the group of assets.	Yes
Mass Transaction Number	The Mass Transaction Number will be assigned by the system after this retirement action is complete	Display Only
Status	Displays the status of the retirement as New, Pending, Discarded, Created, or Completed.	Display Only

Retire Date	Defaults to the end date of the current period, change as needed using LOV. Date must be in the current fiscal year and cannot be a future date.	Yes
Retirement Type	Enter the Retirement type or the reason for this mass retirement. The type you enter applies to all the assets that meet your selection criteria. Select from LOV.	No
Proceeds of Sale	Enter the total Proceeds of Sale. This amount will be split among the eligible assets and prorated by cost.	Yes
Retire Subcomponents check box	Choose whether to retire all levels of subcomponents of all parent assets that meet your mass retirement selection criteria.	No
Cost of Removal	Enter the total Cost of Removal. This amount will be split among the eligible assets and prorated by cost.	Yes
Comments	Optionally enter comments to describe this mass retirement action.	No
Retirements		
Asset Type	From the drop down list, choose the asset type from Capitalized, CIP, or Expensed. Or leave blank to retire all.	Yes
Fully Reserved check boxes Yes or No	Choose whether to retire only fully reserved assets by checking yes or choose whether to retire assets that are not fully reserved by checking no. To retire all assets specified in the window do not check either of the Fully Reserved check boxes.	No
Expense Accounts	From the LOV, optionally choose select an Expense Account range to retire.	No

Note: An AFF window will appear.

The screenshot shows a window titled "FRA_AFF" with a close button (X) in the top right corner. The window contains two columns of input fields, labeled "Low" and "High". Each column has a header and several input fields below it. The "Low" column has a "FUND" field with the value "2710700000" and a dropdown arrow, followed by "BUDGET YEAR" (2001), "BPAC" (0901050000), "ORGANIZATION" (4020000000), "OBJECT CLASS" (31460), "SGL ACCOUNT" (17506000), and four "FUTURE" fields (FUTURE 1 through FUTURE 4) all containing "0000000000". The "High" column has a "FUND" field with the value "2710700000", followed by "BUDGET YEAR" (2001), "BPAC" (0901050000), "ORGANIZATION" (4040000000), "OBJECT CLASS" (31460), "SGL ACCOUNT" (17506000), and four "FUTURE" fields (FUTURE 1 through FUTURE 4) all containing "0000000000". At the bottom of the window are four buttons: "OK", "Cancel", "Clear", and "Help".

2. In the AFF window, enter the following information

AFF		
Field Name	Comments	Required?
Fund Low	Select the low Fund value from the LOV	No
Fund High	System Generates the low fund value, which can be changed using LOV	No
Budget Year Low	Select the low Budget Year from the LOV	No
Budget Year High	System Generates the low Budget Year value, which can be changed using the LOV	No
BPAC Low	Select the low BPAC value from the LOV	No
BPAC High	System generates the low BPAC value, which can be changes using the LOV	No
Organization Low	Select the low Organization from the LOV	No
Organization High	System Generates the low Organization value, which can be changed using the LOV	No
Object Class Low	Select the low Object Class from the LOV	No
Object Class High	System Generates the low Object Class value, which can be changed using the LOV	No
SGL Account Low	Select the low SGL Account from the LOV	No
SGL Account High	System Generates the low SGL Account value, which can be changed using the LOV	No
Future 1 Low	Select 0000000000	No
Future 1 High	Select 0000000000	No
Future 2 Low	Select 0000000000	No
Future 2 High	Select 0000000000	No
Future 3 Low	Select 0000000000	No
Future 3 High	Select 0000000000	No
Future 4 Low	Select 0000000000	No
Future 4 High	Select 0000000000	No

3. Select (B) OK to return to the Mass Retirements window.

4. Continue entering the Mass Retirement Selection criteria.

MASS RETIREMENTS		
Field Name	Comments	Required?
Location	From the LOV, optionally choose the Location Flexfield.	No

Note: A Location Flexfield window will appear.

5. In the Location Flexfield window, enter the following information.

LOCATION FLEXFIELD		
Field Name	Comments	Required?
OA Region	From the LOV choose the OA Region for this group of	Yes

	assets.	
State	From the LOV choose the State for this group of assets.	Yes
City	From the LOV choose the City for this group of assets.	Yes
County	From the LOV choose the County for this group of assets.	Yes
Facility/Site	From the LOV choose the Facility/Site for this group of assets.	Yes
Geographic Location Code	From the LOV, optionally choose the Geographic Location Code. To locate a Geographic Location code refer to GSA Location website at http://www.gsa.gov/glc/	No

6. Select (B) OK to return to the Mass Retirement window.

7. Continue entering the Mass Retirement Selection criteria.

MASS RETIREMENTS		
Field Name	Comments	Required?
Employee Name	From the LOV, optionally choose the Employee Name.	No
Number	This field is automatically populated when the Employee Name field is selected.	No
Category	From the LOV, optionally choose the Category Flexfield.	No

Note: A Category Flexfield window will appear.

8. In the Category Flexfield window, enter the following information.

CATEGORY FLEXFIELD		
Field Name	Comments	Required?
Operating Admin	From the LOV, choose the Operating Administration.	Yes
Account	From the LOV, choose the Account.	Yes
Class	From the LOV, choose the Class.	Yes

9. Select (B) OK to return to the Mass Retirements window.

10. Continue entering the Mass Retirement selection criteria.

MASS RETIREMENTS		
Field Name	Comments	Required?
Asset Key	From the LOV, optionally choose the Asset Key Flexfield.	No

Note: An Asset Key Flexfield window will appear.

11. In the Asset Key Flexfield window, enter the following information.

ASSET KEY FLEXFIELD		
Field Name	Comments	Required?
Book	From the LOV, choose the Book.	Yes
Region	From the LOV, choose the Region.	Yes
Organization	From the LOV, choose the Organization.	Yes

12. Select (B) OK to return to the Mass Retirements window.

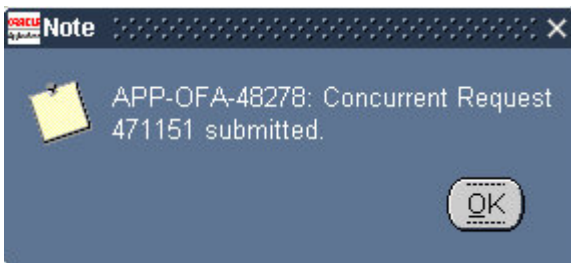
13. Continue entering the Mass Retirement selection criteria.

MASS RETIREMENTS		
Field Name	Comments	Required?
Cost Range	Optionally enter the Cost Range from and to.	No
Asset Numbers	Optionally enter the Asset Numbers range, select from LOV.	No

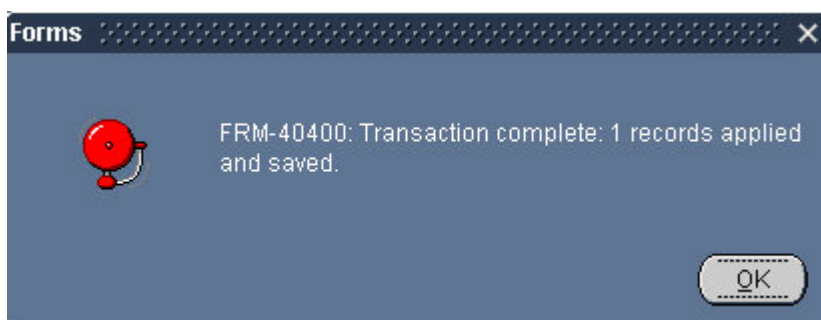
Dates in Service	Optionally enter the Dates in Service range select from LOV.	No
------------------	--	----

14. Select (B) Create to run and review the Create Mass Retirements reports. A Note window will appear.

Note



15. Select (B) OK in the Note window.



16. In the Forms windows, select (B) OK to return to the Mass Retirements window.

The image shows the 'Mass Retirements' window. At the top left, the title bar says 'MASS Retirements'. The window contains several input fields and buttons. The 'Book' field is set to 'FRA', 'Status' is 'Pending', and 'Retirement Type' is empty. The 'Mass Transaction Number' is '206', 'Retire Date' is '31-JAN-2003', 'Proceeds of Sale' is '0.00', and 'Cost of Removal' is '0.00'. There is a checkbox for 'Retire Subcomponents' which is unchecked. A 'Comments' text area is at the bottom left. Below this is a section titled 'Retirements' containing a table of asset details. At the bottom of the window are four buttons: 'Create', 'Discard', 'Retire', and 'Review'.

Retirements	
Asset Type	Capitalized
Expense Accounts	
Location	
Employee Name	
Category	
Cost Range	
Asset Numbers	FRA1
Dates in Service	

Notice the status changed from New to Pending, the Create button is disabled, and the Mass Transaction Number has been generated by the system.

17. Select (M) View: Requests to view the results of the output of Create Mass Retirements.

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☐ All My Requests
☒ Specific Requests

Request ID
 Name
 Date Submitted
 Date Completed
 Status
 Phase
 Requestor

☒ Include Request Set Stages in Query
 Order By **Request ID**

Submit a New Request... Clear Find

18. In the Find Requests window, select (B) Find.

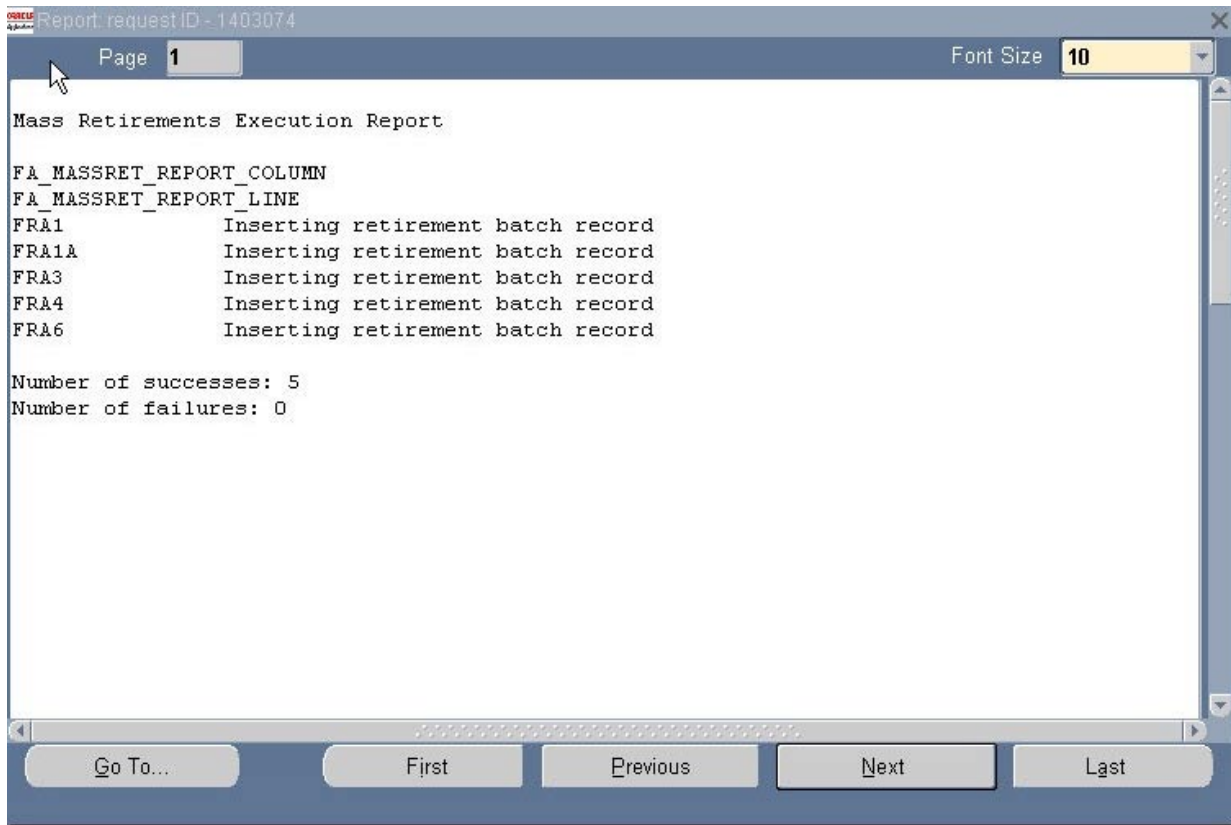
Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
1403074	Create Mass Retirements		Completed	Normal	203
1403073	Mass Reinstatements		Completed	Normal	202
1403065	Mass Retirements Report		Completed	Normal	P_MASS_RETIREMENT_ID=202
1403064	Post Mass Retirements		Completed	Normal	FRA, MASSRET-202
1403063	Create Mass Retirements		Completed	Normal	202
1403049	Create Mass Retirements		Completed	Normal	201
1403048	Mass Retirements Report		Completed	Normal	P_MASS_RETIREMENT_ID=192
1403047	Create Mass Retirements		Completed	Normal	200
1403045	Create Mass Retirements		Completed	Normal	198
1403038	Create Mass Retirements		Completed	Normal	197

Hold Request View Details... View Output
 Cancel Request Diagnostics View Log...

19. In the Requests window, select (B) Refresh Data until the Phase shows completed. Select the Create Mass Retirements Report and select (B) View Output to view the report.



20. Review the number of successes and failures for desired results.
21. Close the Report and Requests window.
22. Return to the Mass Retirements window. Select (M) View: Query By Example: Enter. Enter the Mass Transaction Number and select (M) View: Query By Example: Run.

Mass Retirements

Book **FRA** Mass Transaction Number **203**

Status **Created** Retire Date **31-JAN-2003**

Retirement Type Proceeds of Sale **0.00**

☐ Retire Subcomponents Cost of Removal **0.00**

Comments []

Retirements

Asset Type **Capitalized** Fully Reserved ☐ Yes ☐ No

Expense Accounts -

Location

Employee Name

Category

Cost Range

Asset Numbers **FRA1** - **FRA8**

Dates in Service -

Create Discard Retire Review

23. In the Mass Retirements window, notice the status has changed to Created. The Discard and Retire buttons are now enabled. If report does not show desired results, Select (B) Discard. Notice all buttons become enabled and status changes to Discarded.

Mass Retirements

Book **FRA** Mass Transaction Number **206**

Status **Discarded** Retire Date **31-JAN-2003**

Retirement Type Proceeds of Sale **0.00**

☐ Retire Subcomponents Cost of Removal **0.00**

Comments []

Retirements

Asset Type **Capitalized** Fully Reserved ☐ Yes ☐ No

Expense Accounts -

Location

Employee Name

Category

Cost Range

Asset Numbers **FRA1** - **FRA8**

Dates in Service -

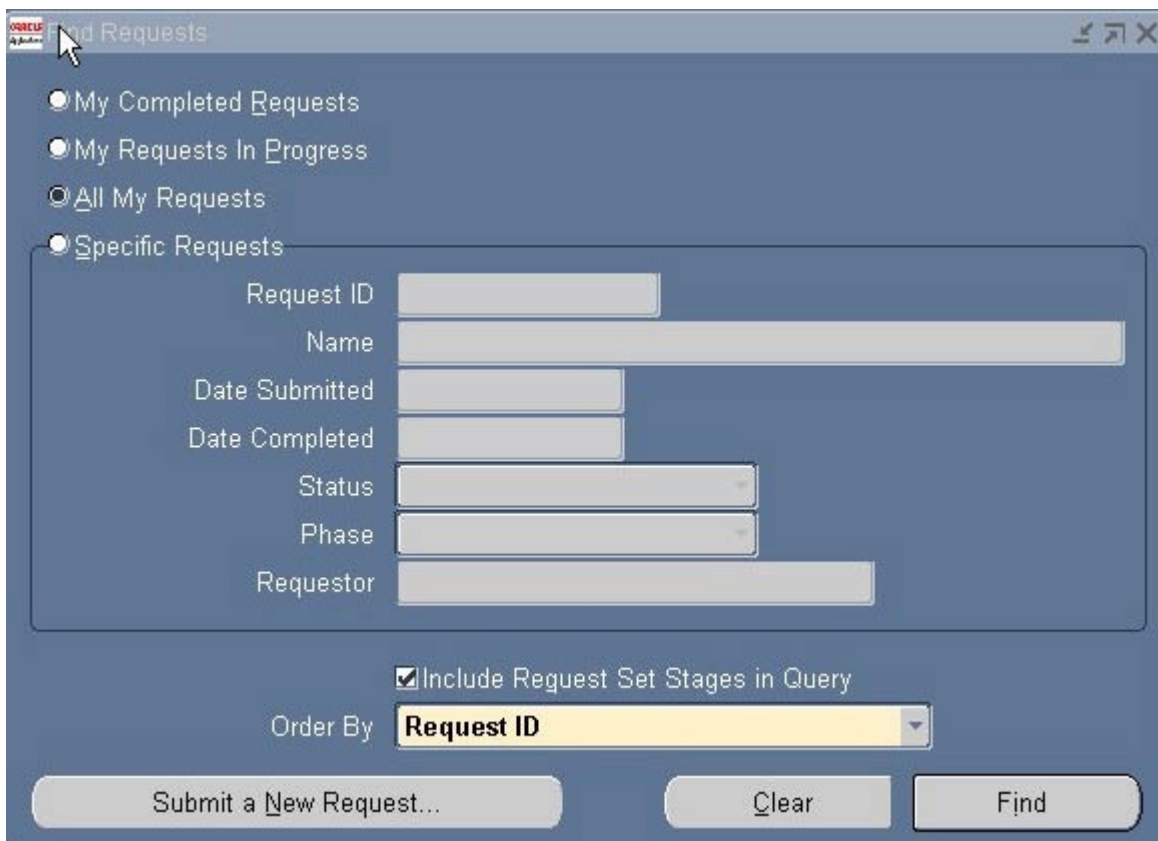
Create Discard Retire Review

24. If report showed desired results, Select (B) Retire to Run and Post Mass Retirements. A series of note windows will appear.



25. Select (B) OK in the Note window.

26. Select (M) View Requests to view the results of Mass Retirements Report.



27. In the find Request window, select (B) Find.

Request ID	Name	Parent	Phase	Status	Parameters
1403086	Mass Retirements Report		Completed	Normal	P_MASS_RETIREMENT_ID=203
1403085	Post Mass Retirements		Completed	Normal	FRA, MASSRET-203
1403074	Create Mass Retirements		Completed	Normal	203
1403073	Mass Reinstatements		Completed	Normal	202
1403065	Mass Retirements Report		Completed	Normal	P_MASS_RETIREMENT_ID=202
1403064	Post Mass Retirements		Completed	Normal	FRA, MASSRET-202
1403063	Create Mass Retirements		Completed	Normal	202
1403049	Create Mass Retirements		Completed	Normal	201
1403048	Mass Retirements Report		Completed	Normal	P_MASS_RETIREMENT_ID=192
1403047	Create Mass Retirements		Completed	Normal	200

28. In the Request window, select (B) Refresh Data until the phase shows completed.

29. Select the Mass Retirement Report and select (B) View Output to view reports.

Report.request ID - 1403086

Page 2 Font Size 8

DEPARTMENT OF TRANSPORTATION
Book: FRA
FUND: 2730700000
Asset Type: Capitalized
Account: 17506000
ORGANIZATION: 4030000000

Mass Retirements Report
Mass Retirement Number: 203

Report Date: 27-JAN-2003 15:43
Page: 2 of 5

Asset Number - Description	Date Placed in Service	Date Retired	Cost Retired	Proceeds of Sale	Removal Cost	Parent Asset Number	Trans Number
FRA1 - CAR	30-NOV-2002	31-JAN-2003	17,500.00	0.00	0.00		6564
FRA6 - CAMERA	30-NOV-2002	31-JAN-2003	37,500.00	0.00	0.00		6567
ORGANIZATION 4030000000 Totals:			55,000.00	0.00	0.00		

Go To... First Previous Next Last

30. To view the report, use the scroll bars and (B) Next.

Reinstating a Mass Retirement

Mass Retirements

Oracle Assets

N → Mass Transactions → Retirements → Create and Reinstat

Mass Retirements

Use the Mass Retirements window to view the Status of the retirement action before reinstating the assets.

1. In the Mass Retirement window, to query the Mass Transaction Number, select (M) View: Query by Example. Enter and place the cursor in the Mass Transaction Number field. Enter the Mass Transaction Number and select (M) View: Query by Example: Run.
2. Status will be Completed. If Calculate Gains and Losses have not been run, the Undo and Review buttons are enabled. If Calculate Gains and Losses have been run the Reinstat and Review buttons are enabled.

Mass Retirements

Book: **FRA** Mass Transaction Number: **213**

Status: **Completed** Retire Date: **31-JAN-2003**

Retirement Type: Proceeds of Sale: **0.00**

☐ Retire Subcomponents Cost of Removal: **0.00**

Comments: []

Retirements

Asset Type: **Capitalized** Fully Reserved: ☐ Yes ☐ No

Expense Accounts: - -

Location: Number: -

Employee Name: Asset Key: -

Category: - -

Cost Range: - -

Asset Numbers: **FRA1** - -

Dates in Service: - -

FRA8

Create Discard Undo Review

3. If Calculate Gains and Losses have not been run, select (B) Undo.

Mass Retirements

Book **FRA** Mass Transaction Number **212**

Status **Completed** Retire Date **31-JAN-2003**

Retirement Type Proceeds of Sale **0.00**

☐ Retire Subcomponents Cost of Removal **0.00**

Comments []

Retirements

Asset Type **Capitalized** Fully Reserved ☐ Yes ☐ No

Expense Accounts **.....** - **.....**

Location

Employee Name Number

Category Asset Key

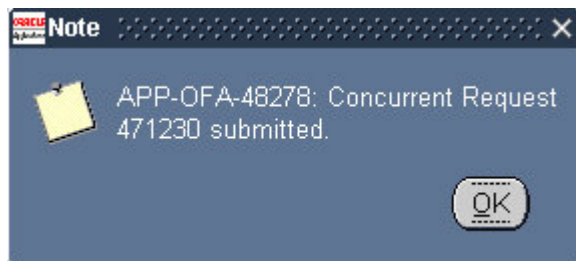
Cost Range -

Asset Numbers **FRA1** - **FRA8**

Dates in Service -

Create **Discard** **Reinstate** **Review**

- If Calculate Gains and Losses have been run, select (B) Reinstate.



- Select (B) OK.
- Select (M) View Requests to view the results of Mass Reinstatements Report.

Find Requests

☐ My Completed Requests
☐ My Requests In Progress
☐ All My Requests
☐ Specific Requests

Request ID
 Name
 Date Submitted
 Date Completed
 Status
 Phase
 Requestor

☒ Include Request Set Stages in Query
 Order By **Request ID**

Submit a New Request... Clear Find

7. In the Find Request window, select (B) Find.

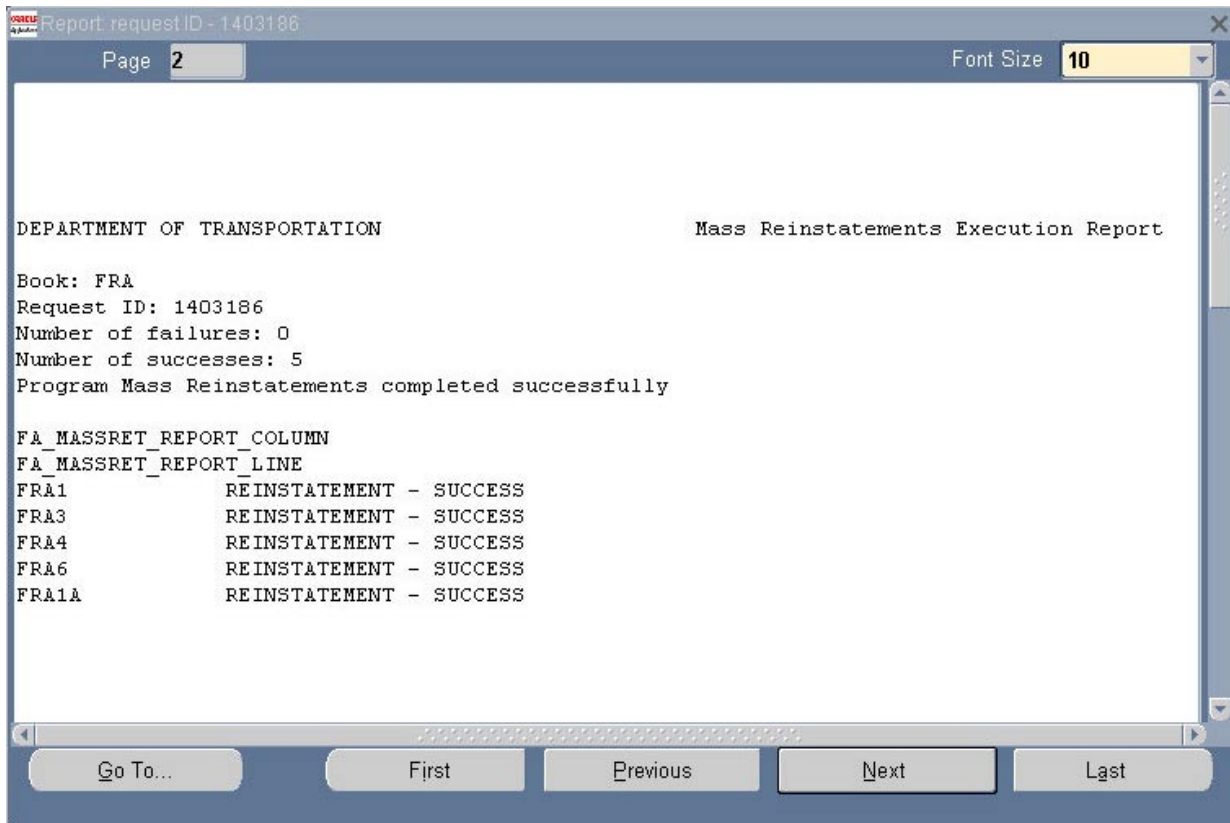
Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
1403186	Mass Reinstatements		Completed	Normal	203
1403086	Mass Retirements Report		Completed	Normal	P_MASS_RETIREMENT_ID=203
1403085	Post Mass Retirements		Completed	Normal	FRA, MASSRET-203
1403074	Create Mass Retirements		Completed	Normal	203
1403073	Mass Reinstatements		Completed	Normal	202
1403065	Mass Retirements Report		Completed	Normal	P_MASS_RETIREMENT_ID=202
1403064	Post Mass Retirements		Completed	Normal	FRA, MASSRET-202
1403063	Create Mass Retirements		Completed	Normal	202
1403049	Create Mass Retirements		Completed	Normal	201
1403048	Mass Retirements Report		Completed	Normal	P_MASS_RETIREMENT_ID=192

Hold Request View Details... View Output
 Cancel Request Diagnostics View Log...

8. In the Request window, select (B) Refresh Data until the phase shows completed.
9. Select the Mass Reinstatements Report and select (B) View Output to view report. To view the report, use the scroll bars and (B) Next.



Oracle Assets reverses the Mass Retirement as follows:

- If the mass reinstatement is submitted before running Calculate Gains and Losses, the assets are immediately reinstated.
- If the mass reinstatement is submitted after running Calculate Gains and Losses, the assets status changes from Processed to Reinstated.
- You cannot reinstate mass retirements in the previous fiscal year.

Lab 1: Retiring an Asset and Then Undoing the Retirement

In this lab, you will retire an asset.

Instructions

1. Navigate to the Asset Workbench and find the computer you added in Lab 1 of "Adding Assets Manually".
2. Enter FRA in the Book field.
3. Accept the default Retire Date.
4. Retire the units for this asset.
5. Use Sale as the Retirement Type with Proceeds of Sale of \$5,000.
6. Select the Continue button and remove the second assigned unit.
7. Save your work.
8. Undo the Retirement you just saved.

Lab 1 Solutions: Retiring an Asset and Then Undoing the Retirement

1. Navigate to the Find Assets window and enter the asst number of the asset you are partially retiring.

N → Assets → Asset Workbench

Find Assets

Find by Asset Detail Find by Assignment Find by Source Line Find by Lease

Asset Number **FRA111** Description

Tag Number Category []

Serial Number Asset Key

Warranty Number

Clear New QuickAdditions Find

Books Source Lines Assignments Open

2. Select (B) Find.

Lab 1 Solutions: Retiring an Asset and Then Undoing the Retirement

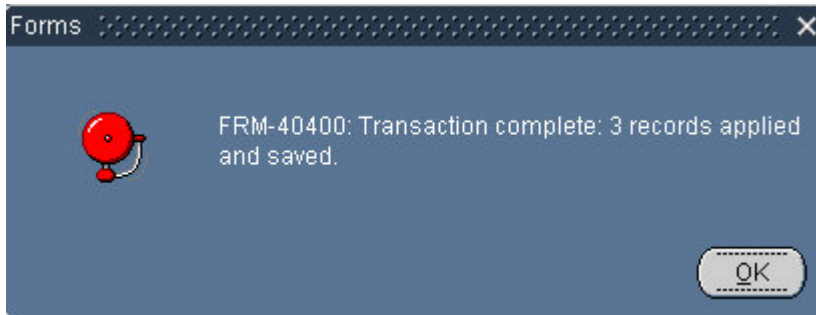
The screenshot shows the Oracle Assets application window. At the top, there's a title bar with the Oracle logo and the word 'Assets'. Below the title bar is a menu bar with a file icon. The main area contains a table with four columns: Asset Number, Description, Tag Number, and Category. The first row is highlighted in blue and contains the values FRA111, MICRON COMPUTER, FRA111, and FRA.17506000.31520. Below the table is a horizontal scrollbar. At the bottom of the window, there are two rows of buttons. The first row contains 'New', 'QuickAdditions', 'Subcomponents', and 'Retirements'. The second row contains 'Books', 'Source Lines', 'Assignments', and 'Open'.

Asset Number	Description	Tag Number	Category
FRA111	MICRON COMPUTER	FRA111	FRA.17506000.31520

Buttons: New, QuickAdditions, Subcomponents, Retirements, Books, Source Lines, Assignments, Open

3. In the Assets window, select (B) Retirements.
4. Enter FRA in the Book field.
5. Accept the default Retire Date.
6. In the Units Retired field enter 1 to retire units for this asset.
7. Use Sale as the Retirement Type with Proceeds of Sale of \$5,000.
8. Select the continue button.

Lab 1 Solutions: Retiring an Asset and Then Undoing the Retirement



9. Select (B) OK.

Undo the Retirement you just saved

10. Navigate to the Find Assets window and enter again the asset number of the asset you retired.

N → Assets → Asset Workbench

A screenshot of the 'Find Assets' window. The title bar says 'Find Assets'. There are four tabs: 'Find by Asset Detail', 'Find by Assignment', 'Find by Source Line', and 'Find by Lease'. The 'Find by Asset Detail' tab is active. It contains several input fields: 'Asset Number' with the value 'FRA111', 'Tag Number', 'Serial Number', 'Warranty Number', 'Description', 'Category', and 'Asset Key'. Below these fields are four buttons: 'Clear', 'New', 'QuickAdditions', and 'Find'. At the very bottom, there are four more buttons: 'Books', 'Source Lines', 'Assignments', and 'Open'.

11. Select (B) Find.

Lab 1 Solutions: Retiring an Asset and Then Undoing the Retirement

The screenshot shows the Oracle Assets application window. At the top, the title bar reads "Assets". Below it is a table with the following columns: "Asset Number", "Description", "Tag Number", and "Category". The first row of the table is highlighted with a blue selection bar and contains the following data: "FRA111", "MICRON COMPUTER", "FRA111", and "FRA.17506000.31520". Below the table, there are two rows of buttons. The first row contains "New", "QuickAdditions", "Subcomponents", and "Retirements". The second row contains "Books", "Source Lines", "Assignments", and "Open".

Asset Number	Description	Tag Number	Category
FRA111	MICRON COMPUTER	FRA111	FRA.17506000.31520

Buttons: New, QuickAdditions, Subcomponents, Retirements, Books, Source Lines, Assignments, Open

12. In the Assets window, select (B) Retirements.
13. In the Retirements window with the cursor in the Book field select (M) View: Find All to find the asset you just retired.

Lab 1 Solutions: Retiring an Asset and Then Undoing the Retirement

The screenshot shows the 'Retirements' window with the following fields:

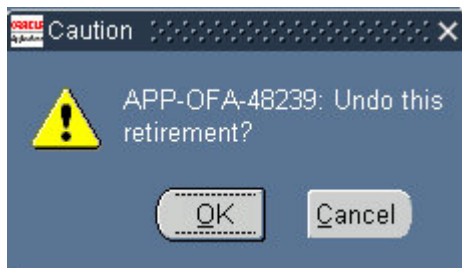
Field	Value
Asset Number	FRA111
Book	FRA
Comments	
Reference Number	3475
Retire Date	01-FEB-2002
Status	Pending

Retirement Details

Field	Value
Current Units	2
Units Retired	1
Retirement Type	Sale
Retirement Convention	FOL MONTH
Current Cost	50,000.00
Cost Retired	25,000.00
Proceeds of Sale	5,000.00
Cost of Removal	0.00
Gain/Loss Amount	
Straight Line Method	
Check/Invoice	
Trade in Asset	
Life Years	
Months	
Sold To	
Description	

Buttons at the bottom: Subcomponents, Undo Retirement, Done, Cancel.

14. Select (B) Undo Retirement.



15. Select (B) OK in the Caution decision box.

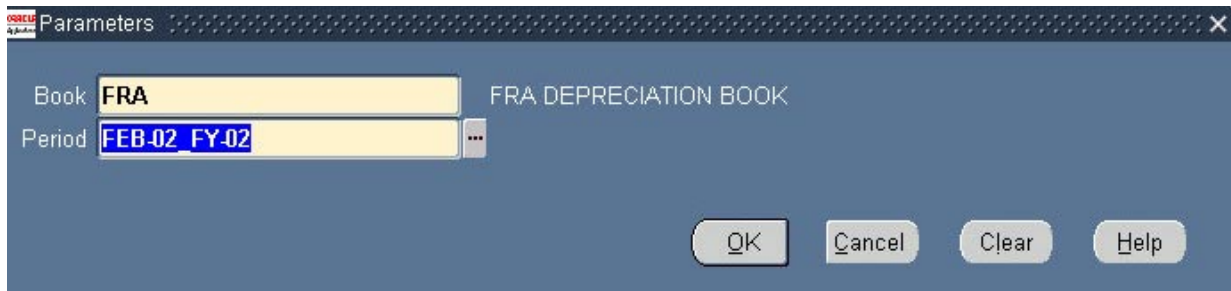
Lab 1 Solutions: Retiring an Asset and Then Undoing the Retirement

Calculate Gains and Losses

16. Navigate to the Submit Request window to calculate gains and losses.

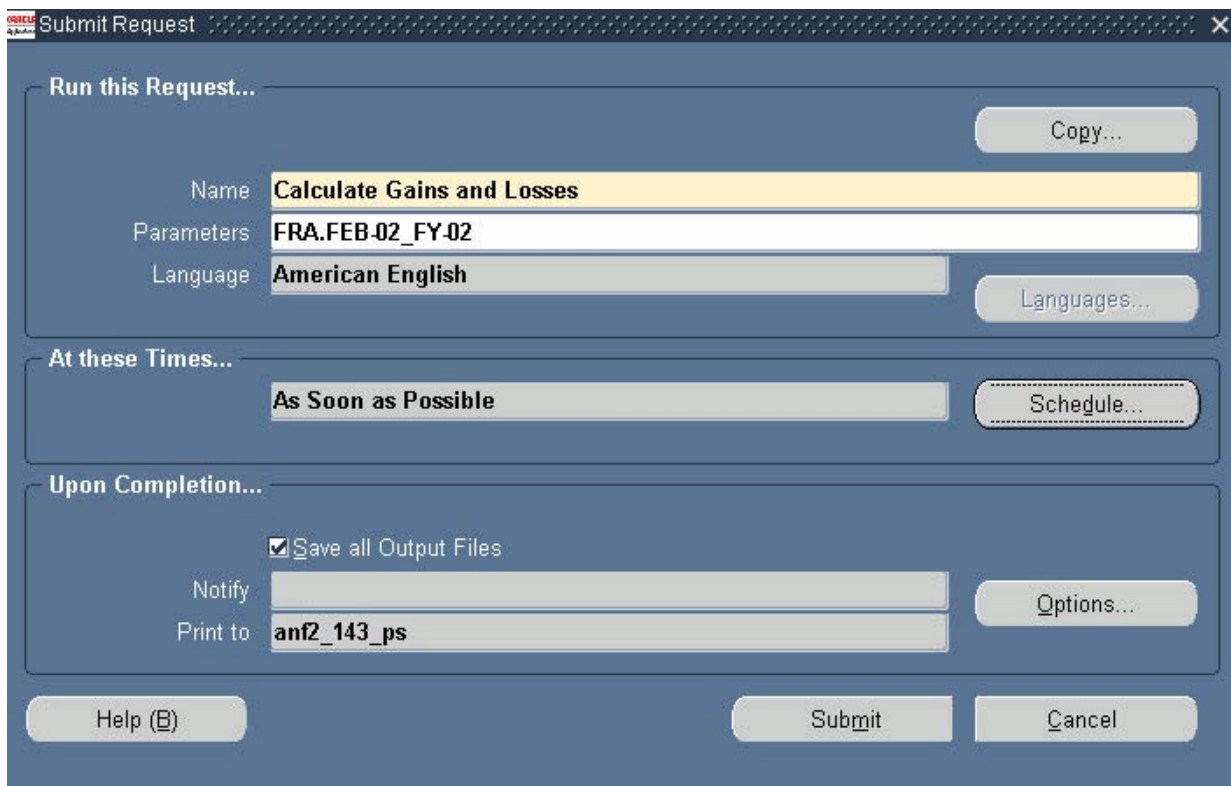
N → Depreciation → Calculate Gains and Losses

17. In the Parameters window, enter your Book and accept the Period default. Select (B) OK.



The Parameters window is shown with the following fields and buttons:

- Book:** FRA (FRA DEPRECIATION BOOK)
- Period:** FEB-02_FY-02
- Buttons:** OK, Cancel, Clear, Help



The Submit Request window is shown with the following sections and fields:

- Run this Request...**
 - Name:** Calculate Gains and Losses
 - Parameters:** FRA.FEB-02_FY-02
 - Language:** American English
 - Buttons:** Copy..., Languages...
- At these Times...**
 - Frequency:** As Soon as Possible
 - Button:** Schedule...
- Upon Completion...**
 - ☒ Save all Output Files
 - Notify:** [Empty field]
 - Print to:** anf2_143_ps
 - Buttons:** Options...
- Bottom Buttons:** Help (B), Submit, Cancel

Lab 1 Solutions: Retiring an Asset and Then Undoing the Retirement

18. In the Submit Request window, select (B) Submit.



19. Make note of the Request ID _____ and select (B) OK.

20. View the results.

N → Other → Requests → View

A screenshot of the 'Find Requests' window. It has a blue header bar with the title 'Find Requests'. Below the header, there are four radio button options: 'My Completed Requests', 'My Requests In Progress', 'All My Requests', and 'Specific Requests'. The 'Specific Requests' option is selected. Below these options is a search criteria section with labels and input fields: 'Request ID', 'Name', 'Date Submitted', 'Date Completed', 'Status', 'Phase', and 'Requestor'. Below the search criteria is a checkbox labeled 'Include Request Set Stages in Query' which is checked. Below the checkbox is an 'Order By' dropdown menu currently set to 'Request ID'. At the bottom of the window are three buttons: 'Submit a New Request...', 'Clear', and 'Find'.

21. Select (B) Find.

Lab 1 Solutions: Retiring an Asset and Then Undoing the Retirement

Requests

Refresh Data Find Requests Submit a New Request...

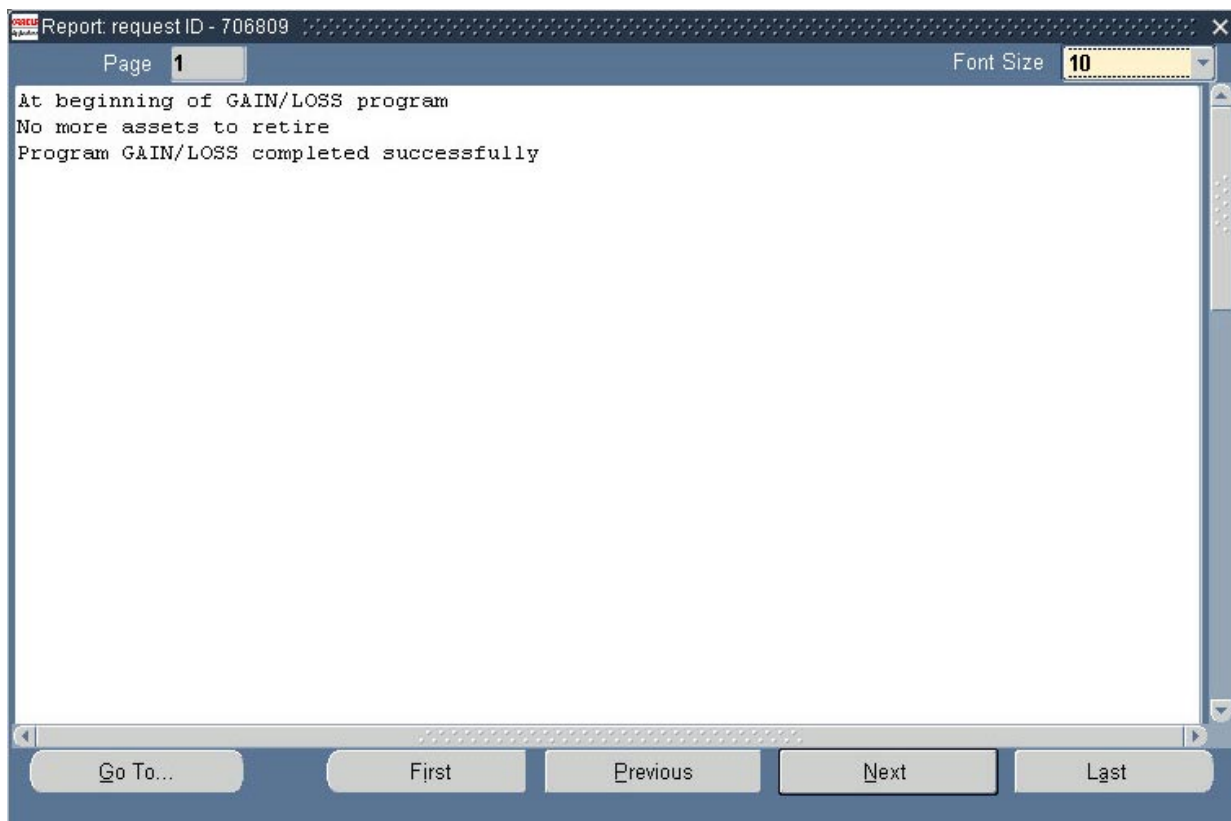
Request ID	Name	Parent	Phase	Status	Parameters
706809	Calculate Gains and Loss		Completed	Normal	FRA, FEB-02_FY-02
706808	Process Pending Transac		Completed	Normal	FRA, FUTURE
706807	Journal Entry Reserve Le		Completed	Normal	FRA, JAN-02_FY-02
706806	Depreciation Run		Completed	Normal	FRA, JAN-02_FY-02, 1, 1
706805	Calculate Gains and Loss		Completed	Normal	FRA, JAN-02_FY-02
706804	Generate Accounts		Completed	Normal	FRA

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

22. Use the previously noted Request ID and select (B) View Output to view the report.

Lab 1 Solutions: Retiring an Asset and Then Undoing the Retirement



Repeat steps 1 through 10 and 17 through 23 to prepare for Lab 2.

Lab 2: Reinstating an Asset

In this lab, you will reinstate the asset that you partially retired in Lab 1 "Partially Retiring an Asset and Then Undoing the Retirement" by units, and view the status of the reinstatement.

Instructions

You realize that you retired units from the wrong asset in the previous lab, Lab 1, "Partially Retiring an Asset and Then Undoing the Retirement".

1. Reinstatement the one unit of the asset. What is the status of the transaction?

Lab 2 Solutions: Reinstating an Asset

1. Navigate to the Find Assets window and enter the asset number of the asset you retired in Lab 1.

N → Assets → Asset Workbench

Find Assets

Find by Asset Detail Find by Assignment Find by Source Line Find by Lease

Asset Number **FRA111** Description

Tag Number Category []

Serial Number Asset Key

Warranty Number

Clear New QuickAdditions Find

Books Source Lines Assignments Open

2. Select (B) Find.

Lab 2 Solutions: Reinstating an Asset

The screenshot shows the Oracle Assets application window. At the top, there is a title bar with the text "Assets" and standard window controls. Below the title bar is a menu bar with a file icon and a search icon. The main area contains a table with the following columns: Asset Number, Description, Tag Number, and Category. The first row is highlighted in blue and contains the values: FRA111, MICRON COMPUTER, FRA111, and FRA.17506000.31520. Below the table is a horizontal scrollbar. At the bottom of the window is a menu bar with the following buttons: New, QuickAdditions, Subcomponents, Retirements, Books, Source Lines, Assignments, and Open.

Asset Number	Description	Tag Number	Category
FRA111	MICRON COMPUTER	FRA111	FRA.17506000.31520

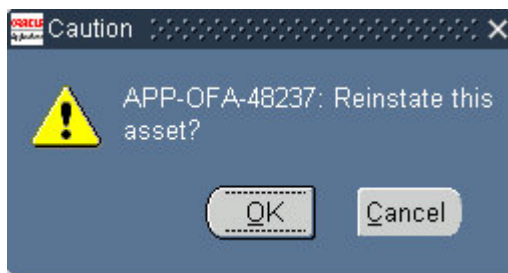
3. Select (B) Retirements.
4. In the Retirement window with the cursor in the Book field, select (M) View: Find All.

Lab 2 Solutions: Reinstating an Asset

The screenshot shows the 'Retirements' window in Oracle. The top section contains fields for Asset Number (FRA111), Reference Number (3477), Book (FRA), Retire Date (01-FEB-2002), Comments, and Status (Processed). Below this is the 'Retirement Details' section, which is divided into two columns. The left column contains fields for Current Units (2), Units Retired (1), Retirement Type (Sale), Retirement Convention (FOL MONTH), Straight Line Method, Check/Invoice, and Trade in Asset. The right column contains fields for Current Cost (50,000.00), Cost Retired (25,000.00), Proceeds of Sale (5,000.00), Cost of Removal (0.00), Gain/Loss Amount (<19,583.33>), Life Years, Months, Sold To, and Description. At the bottom of the window are four buttons: Subcomponents, Reinstatement, Done, and Cancel.

Retirement Details	
Current Units	2
Units Retired	1
Retirement Type	Sale
Retirement Convention	FOL MONTH
Straight Line Method	
Check/Invoice	
Trade in Asset	
Current Cost	50,000.00
Cost Retired	25,000.00
Proceeds of Sale	5,000.00
Cost of Removal	0.00
Gain/Loss Amount	<19,583.33>
Life Years	
Months	
Sold To	
Description	

5. Select (B) Reinstatement.



6. Select (B) OK.

7. If you requery the asset you just retired, the status of the transaction will be Reinstatement, since the retirement is processed. If it was still pending, the retirement is just deleted and Oracle Assets would not create any journal entry.

Listing Retirement Reports

Running Reports

View or print the following reports after retiring assets. Also see “List of Oracle Asset Reports” for report details.

Listing Retirement Reports

Report Name	Purpose
Retired Assets Without Retirement Types Report	Shows retired assets without assigned types
Asset Retirements by Cost Center	Shows the asset retirements for each cost center for the book and period that you select with an asterisk (*) next to reinstated assets
Assets Retirements Report	Shows the assets that you retired for the Book and accounting period range that you select
Asset Disposals Responsibility Report	Shows the assets that were removed from the cost centers through retirements and transfers, and the location of each unit
Reinstated Assets Report	Shows reinstatement for the Book and From/ To Period range
Mass Retirements Report	Reviews the mass retirement effect before you process it
Mass Retirements Exception Report	Identifies exception assets not retired as part of the mass retirement transaction

Summary

You should now be able to do the following:

- Fully retire an asset
- Partially retire an asset by cost or units
- Calculate gains and losses
- Calculate depreciation for the period retired
- Correct retirement errors
- Retire and reinstate a group of assets

Retiring Assets

- You can now fully or partially retire an asset by cost or units or reinstate a retirement if necessary.
- You can use Mass Retirements to retire a group of assets.
- You can calculate gains and losses on your retired assets by processing retirements, which also updates the retirement status.

Depreciating Assets

Chapter 7

Depreciating Assets

Section Objectives

At the end of this section, you should be able to:

- Depreciate assets by using: STL = Straight Line method
- Run depreciation for a period (DELPHI Controller)
- Create, review, and post journal entries for the general ledger (DELPHI Controller)
- Reconcile journal entries to the general ledger

Overview

Running Depreciation

When the DELPHI Controller runs depreciation, Oracle Assets closes the current period and opens the next period. Next the Create Journal Entries program is ran to record period depreciation to the general ledger.

Function	Action
Completing the depreciation period	1. Enter all transactions for the period.
	2. Calculate gains and losses for retirements.
	3. Run depreciation to close the period.
Recording depreciation	1. Create journal entries for the general ledger.
	2. Review unposted journal entries and post them in the general ledger.
Reconciling depreciation entries to the general ledger	1. Print reserve ledger reports.
	2. Print balance reports.
	3. Print transaction reports.
	4. Print drilldown reports.

Using Depreciation Methods to Depreciate Assets

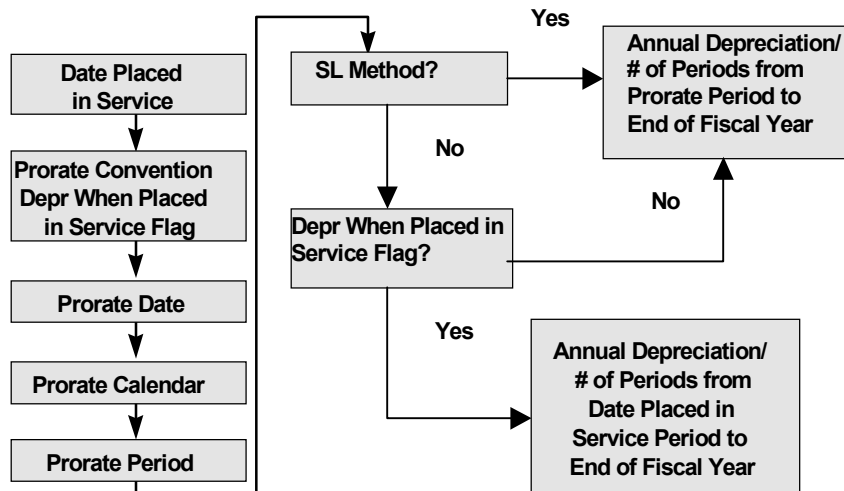
Depreciating Assets

You depreciate assets by using several types of depreciation methods that Oracle Assets supports. You also create periodic journal entries for each book to the general ledger. As an asset depreciates, its net book value approaches the salvage value.

Depreciation Method	Function
STL	For straight-line depreciation, the annual rate is calculated by dividing the life (in years) into the total depreciable basis.

Running Depreciation on Assets

The Journey to Depreciation Appreciation



Depreciating Assets

When you run depreciation for the last period in a fiscal year, Oracle Assets defines calendars for the next fiscal year.

Completing Transactions Before Running Depreciation

- Be sure that you have entered all periodic transactions.
- Make sure you have assigned all assets to your depreciation book and distribution lines before you run depreciation. You cannot reopen a closed period.
- Run the Assets Not Assigned to Any Cost Centers Listing and the Assets Not Assigned to Any Books Listing to find unassigned assets.

Running Depreciation on Assets

- Process retirements regularly throughout the period by running the Calculate Gains and Losses program to speed up the depreciation process (optional).
- Verify that all transactions for the period have been entered. Transfers and retirements cannot be backdated over fiscal year boundaries.
- The Oracle Assets depreciation and general ledger calendars are separate. The period names, not dates, must match so that journal entries are assigned to a general ledger period.

Reconciling Depreciation Journal Entries

Using Reports to Reconcile Oracle Assets to the General Ledger

Type of Report	Report Names
Balances reports	Cost Detail and Summary reports Reserve Detail and Summary reports
Transaction reports	Asset Additions, Reclassifications, Transfers, Retirements, Cost Adjustments, and Reinstated Assets reports Cost Clearing Reconciliation Report
Drilldown-reports	Drilldown Report and Account Drilldown Report
General Ledger reports	General Ledger (180 Char) Account Analysis—Payables Detail Report Note: These reports are part of Oracle General Ledger.

Listing Asset Depreciation Reports

Running Useful Reports to View or Print

Report Name	Purpose
Assets Not Assigned to Any Books Listing	To find assets not assigned to any depreciation books. The listing is sorted by asset number.
Assets Not Assigned to Any Cost Centers Listing	To find assets not assigned to any cost centers. The listing is sorted by book and asset number.
Expensed Property Report	To find all your expensed assets. These assets are classified under noncapitalized asset categories.
Fully Reserved Assets Report	To find the assets that became fully depreciated in a range of accounting periods.
Nondepreciating Property Report	To locate a nondepreciating property. The Depreciate check box is clear in the Books window.

Summary

You should now be able to do the following:

- Run depreciation for a period (DELPHI Controller)
- Create, review, and post journal entries for the general ledger
- Reconcile journal entries to the general ledger

Summary

Creating Journal Entries	
Function	Action
Complete the depreciation period	Enter all transactions for the period.
	Calculate gains and losses for retirements.
	Run depreciation to close the period.
Create journal entries	Run the Create Journal Entries program to send entries to the G/L and to examine all unposted journal entries before posting.
Reconcile to the general ledger	Review reserve ledger, balances, transaction, drilldown reports.

Viewing Asset Information

Chapter 8

Viewing Asset Information

Section Objectives

At the end of this section, you should be able to:

- Perform online inquiries to view the financial information about an asset
- Query all assets assigned to a general ledger account by asset detail, assignment, source lines, and lease
- Query all assets assigned to a depreciation account
- View the transaction, depreciation, and cost history of an asset
- View transactions for any depreciation book and accounting period

Overview

Viewing Assets

You can view and query assets online to verify or research asset information. You can find assets quickly without having to remember asset numbers as follows:

- To find an asset by detail, enter asset descriptive information, such as asset number, description, or category, as the search criteria.
- To find an asset by assignment, enter assignment information as the search criteria. If you want to search using the expense account, enter a book first. View an asset's general ledger expense account, location, or employee assignment and unit of measure.
- To find an asset by source line, enter invoice information, such as supplier or invoice number, or project information, such as project number or task number, as the search criteria.
- To find an asset by lease, enter lease information, such as the lessor, lease number, or lease description, as the search criteria.

Viewing Information on Assets

Using the View Assets Window

- You use the View Assets Window only to view the financial information of an asset online and to print reports. You cannot update information in the inquiry windows.
- You can view the following information types:

Information Type	Example(s)
Assignment	Employee name and number, expense account, location
Source Lines	Invoice number, supplier name and number, amount
Transaction History	A summary of all the transactions performed on the asset
Depreciation History	Year-to-date depreciation expense
Cost History	Invoices

Viewing Financial Information

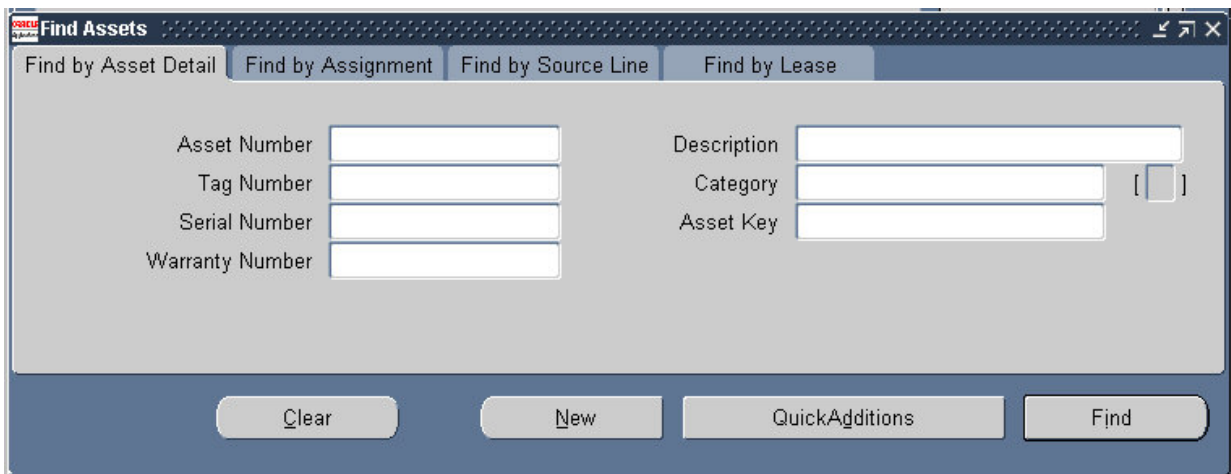
Find Assets

Oracle Assets

N → Inquiry → Financial Information

Find Assets

Find By Asset Detail



Note: At least one field is required on the Find by Asset Details tab, Find by Assignment tab, Find by Source Line tab, or Find by Lease tab.

1. In the Find Assets window, choose the Find by Asset Detail Tab.
2. To search by Asset Detail use unique values such as asset or tag number. To limit search criteria, enter one or more of the following fields.

FIND ASSETS		
Field Name	Comments	Required?
Find by Asset Detail TAB		
Asset Number	To search by Asset Number, enter the asset number.	No
Description	To search by Description, enter the exact description of the asset you wish to view.	No
Tag Number	Enter the unique tag number of the asset you wish to view financial information.	No
Category	To search by category, select the category field and select LOV and the category flexfield window will appear.	No

3. In the Category Flexfield window, from LOV select the Operating Administration, Account and Class. Select (B) OK to return to the Find Assets window.

CATEGORY FLEXFIELD		
Field Name	Comments	Required?
Operating Admin	From the LOV, choose the Operating Administration.	Yes
Account	From the LOV, choose the Account.	Yes
Class	From the LOV, choose the Class.	Yes

4. In the Find Assets window enter the Serial Number and Asset Key.

FIND ASSETS		
Field Name	Comments	Required?
Find by Asset Detail TAB (continued)		
Serial Number	Enter the serial number for the asset that you wish to view financial information.	No
Asset Key	To search by asset key, select the LOV in the asset key field and the asset key flexfield window will appear.	No
Warranty Number	From the LOV, choose the Warranty Number	No

- In the Asset Key Flexfield window, from LOV, select the Book, Region and Organization for the search.

ASSET KEY FLEXFIELD		
Field Name	Comments	Required?
Book	From the LOV, choose the Book.	Yes
Region	From the LOV, choose the Region.	Yes
Organization	From the LOV, choose the Organization.	Yes

- Select (B) OK to return to the Find Assets window.
- In the Warranty Number field, select Warranty from LOV.

Find By Assignment

- In the Find Assets window, choose the Find by Assignment Tab.
- To search by Assignment, enter one or more of the following fields.

Note: The Book field must be entered before you can search using the Expense Account; otherwise the expense account field is protected. All other fields are optional.

FIND ASSETS		
Field Name	Comments	Required?
Find by Assignment TAB		

Book	To search by Book, select the Book from LOV.	No
Employee Name	To search by Employee Name, select the Employee Name from LOV.	No
Employee Number	This field defaults in when you choose the Employee Name, or you can use LOV to select the Employee Number and the Employee Name field will default in.	No
Expense Account	To search by Expense Account the Book must be entered first. Place cursor in the expense account field select LOV and the Alias? window will appear.	No

10. Choose an Alias from the LOV and select (B) OK to bring up the Expense Account Flexfield window.

11. In the AFF window enter the following to search by Expense Account and select (B) OK to return to the Find Assets window.

AFF		
Field Name	Comments	Required?
Fund	From the LOV choose the Fund.	Yes
Budget Year	From the LOV choose the Budget Year.	Yes
BPAC	From the LOV choose the BPAC.	Yes
Organization	From the LOV choose the Organization.	Yes
Object Class	From the LOV choose the Object Class.	Yes
SGL Account	From the LOV choose the SGL Account.	Yes
Future 1 through 4	Enter zeroes for all four Future fields.	Yes

Find Assets

Find by Asset Detail Find by Assignment Find by Source Line Find by Lease

Book:

Employee Name:

Expense Account:

Employee Number:

Location:

Clear Find

12. Enter the Location field if you wish to search by Location.

FIND ASSETS		
Field Name	Comments	Required?
Find by Assignment TAB (continued)		
Location	To search by Location, select the Location field and select LOV and the Location Flexfield window will appear.	No

Location Flexfield

OA REGION: HEADQUARTERS

STATE: DISTRICT OF COLUMBIA

CITY:

COUNTY:

FACILITY/SITE: FEDERAL RAILROAD ADMINIST

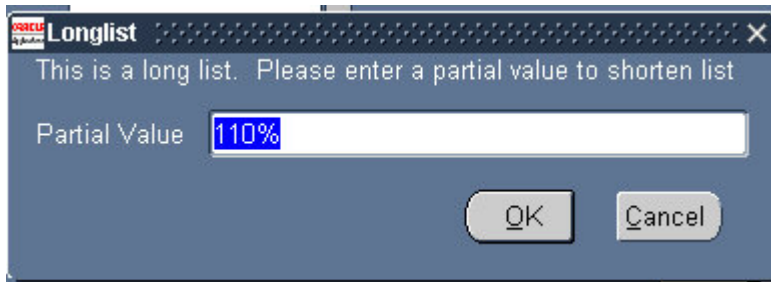
GEOGRAPHIC LOCATION CODE: DC, WASHINGTON, DISTRICT OF COLUMBIA

OK Cancel Combinations Clear Help

13. In the Location Flexfield window enter the following information and select (B) OK to return to the Find Assets window.

LOCATION FLEXFIELD		
Field Name	Comments	Required?
OA Region	From LOV choose the to OA Region.	Yes
State	From LOV choose the to State.	Yes
City	From LOV choose the to City.	Yes
County	From LOV choose the to County.	Yes
Facility/Site	From LOV choose the to Facility/Site.	Yes

Geographic Location Code	From LOV choose the to Geographic Location Code.	No
--------------------------	--	----



Note: When entering a field with a long list of values, the Longlist window will appear. In the Longlist window, to narrow the search, enter the first 2 or 3 characters of the search item and then a percent (%) sign and select (B) OK. This will take you to a list of values. Choose a value and select (B) OK. This will return you to the Location Flexfield window. Select (B) OK to return to the Assignments window.

Find By Source Line

14. In the Find Assets window, choose the Find by Source Line Tab.
15. To search by source line, enter one or more of the following fields and select (B) Find.

FIND ASSETS		
Field Name	Comments	Required?
Find by Source Line TAB		
Supplier Name	To search by Supplier Name, select the Supplier Name from LOV. When you select the Supplier Name the Supplier Number is automatically populated.	No
Supplier Number	To search by Supplier Number, select the Supplier Number from LOV. When you select the Supplier Number the Supplier Name is automatically populated.	No
Invoice Number	To search by Invoice Number, enter the Invoice Number.	No
Line Number	To search by Line Number, enter the Line Number.	No

PO Number	To search by the PO Number, enter the PO Number.	No
Source Batch	You can search by Source Batch by entering the source batch name.	No
Project Number	To search by Project Number, select the Project Number from LOV.	No
Task Number	The Task Number field is protected from update unless a Project Number is entered. To search by Task Number, select the Task Number from LOV.	No

Find By Lease

The screenshot shows the 'Find Assets' window with the 'Find by Lease' tab selected. The window contains three input fields: 'Lease Number', 'Lessor', and 'Description'. At the bottom right, there are two buttons: 'Clear' and 'Find'.

16. In the Find Assets window, choose the Find by Lease Tab.
17. Enter the Lease Number, the Lessor or Description to search for a specific lease. Select (B) Find.

FIND ASSETS		
Field Name	Comments	Required?
Find by Lease TAB		
Lease Number	To search by Lease Number, select the Lease Number from LOV.	No
Lessor	To search by the Lessor, select the Lessor from the LOV.	No
Description	If you know the unique Lease Description, you may search by the Description.	No

Once you have entered the desired search criteria and select (B) Find, you can View Assignments, Source Lines, and Book information from the Assets window.

Assets



The screenshot shows the Oracle Assets application window. It contains a table with the following data:

Asset Number	Description	Tag Number	Category
1000002	210031262 - PRISM SOFTWARE		FRA.18306000.31470
1000003	210031262 - PRISM SOFTWARE		FRA.18306000.31470
FRA007786	PERSONAL PROPERTY ACCO	007786	FRA.18306000.31470
FRA008084	MULTIPOINT CONTROL UNIT	008084	FRA.18306000.31470
FRACIP1	BUILDING IMPROVEMENT		FRA.17306000.32020

Below the table are three buttons: Assignments, Source Lines, and Books.

18. Use the scroll bar on the Asset window to view all information related to the asset.

ASSETS		
Field Name	Comments	Required?
Asset Number	The Asset Number field displays the asset number that uniquely identifies each asset.	Display Only
Description	The Description field displays the description of the Asset.	Display Only
Tag Number	The Tag Number field displays the Tag Number assigned to the asset.	Display Only
Category	The Category field displays the category flexfield that contains Operating Administration, Account, and Class.	Display Only
Serial Number	If applicable, this field displays the Serial Number.	Display Only
Asset Key	The Asset Key field displays the asset key flexfield that contains the Book, Region, and Organization for this asset. An Asset Key is used to group assets or identify groups of assets quickly.	Display Only
Asset Type	The Asset Type field displays Capitalized, CIP (Construction-in-Process), or Expensed.	Display Only
Units	The number of units represents the number of components included as part of an asset.	Display Only
Property Type	If applicable, this field displays the Property Type of the asset.	Display Only
Ownership	This field displays whether the asset is Owned or Leased.	Display Only
Property Class	This field displays the Property Class of the Asset.	Display Only
Inventorial check box	When you check the In Physical Inventory check box in the asset details window, it indicates that this asset will be included when you run the Physical Inventory comparison.	Display Only
<i>The following fields are optionally displayed.</i>		
Parent Asset	If the asset is a component of another asset, it is tracked as a subcomponent of its parent asset. This field displays the parent asset number for a subcomponent asset.	Display Only

Parent Description	This field displays the description of the Parent Asset.	Display Only
Manufacturer	This field displays the Manufacturer name if applicable.	Display Only
Model	This field displays the Model number of the asset if applicable.	Display Only
Lease Number	If the asset is assigned to a lease the Lease Number will be displayed here. If you are entering a leasehold improvement and you complete the Parent Asset field in the Asset Details window, Oracle Assets displays the related lease information from the parent asset. You cannot provide separate lease information for the leasehold improvement.	Display Only
Lessor	This field displays the Lessor that is attached to the Lease Number when the lease is defined.	Display Only
Lease Description	This field displays the Lease Description defined when the lease is defined.	Display Only
Lease []	Not used in DELPHI.	Display Only
Bought	This field displays whether the asset was bought New or Used.	Display Only
In Use	The In Use check box is for your reference only. It indicates whether the asset is in use.	Display Only

19. Choose an asset and select (B) Assignments.

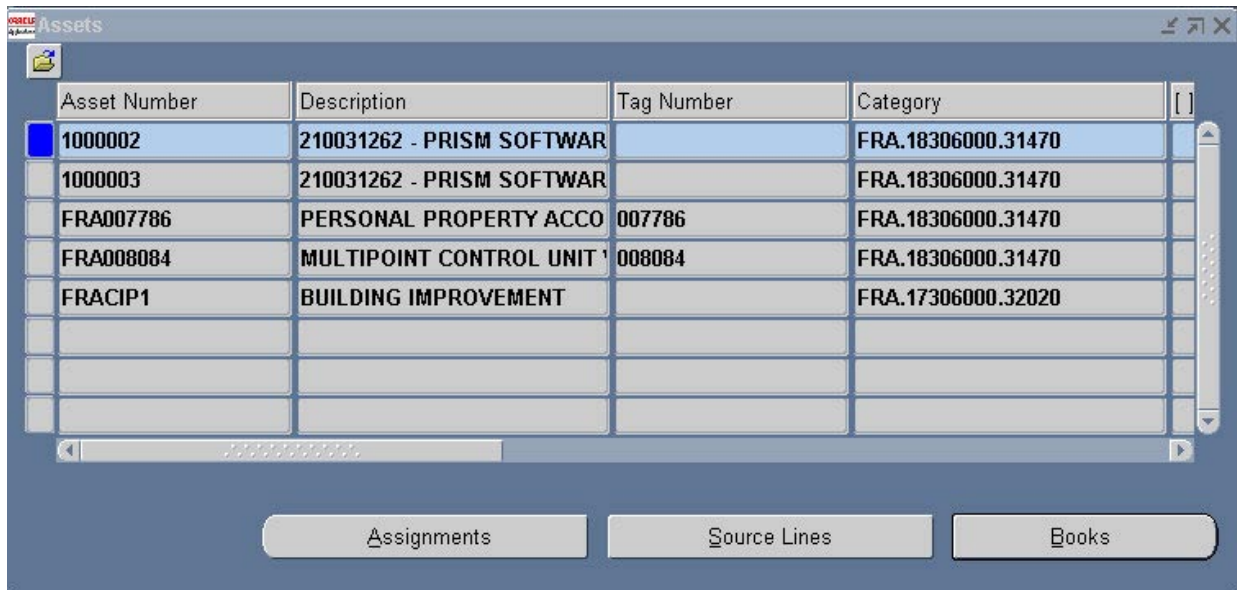
Assignments

Units	Emp Name	Emp Number	Expense Account	Location
1			2710700000.2001.0901050000.40	FRA HQ.DC.WASHINGTON

ASSIGNMENTS		
Field Name	Comments	Required?
Units	The Units field displays the total number of units of the asset.	Display Only
Employee Name	The Employee Name field displays the Employee Name to which the asset is assigned.	Display Only
Employee Number	The Employee Number field displays the Employee Number to which the asset is assigned.	Display Only
Expense Account	The Expense Account field displays the Expense Account to which the asset is assigned.	Display Only

Location	The Location field displays the Location to which the asset is assigned.	Display Only
----------	--	--------------

20. In the Assignments window, view assignment information applicable to the asset. Close the window and return to the Assets window.



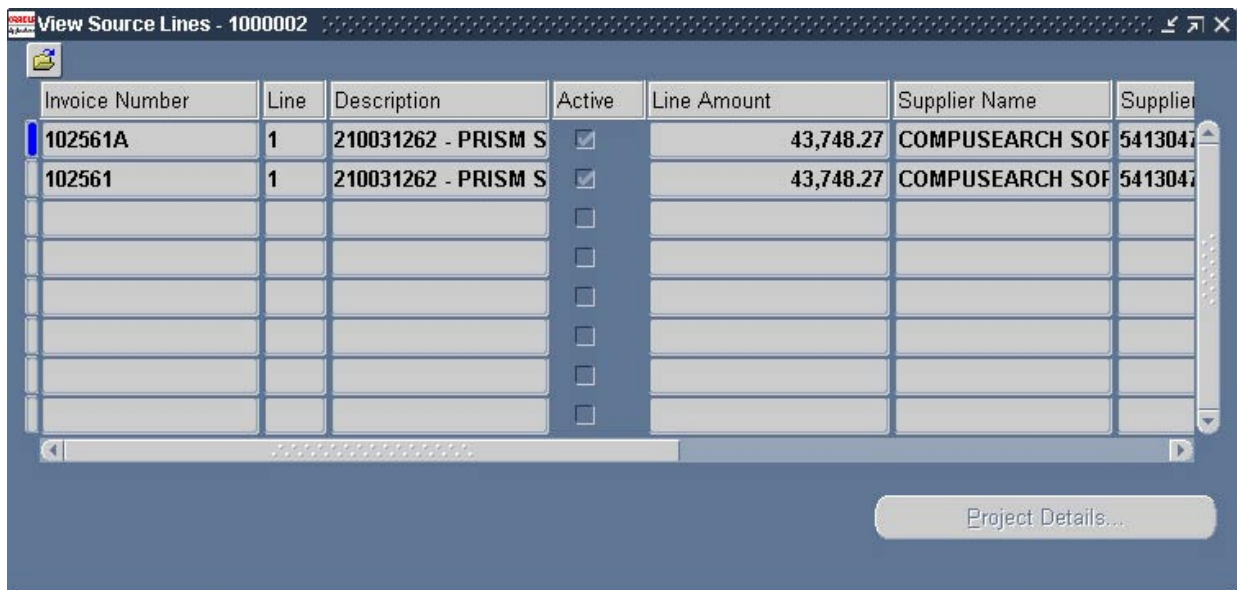
The screenshot shows the 'Assets' window with a table containing the following data:

Asset Number	Description	Tag Number	Category
1000002	210031262 - PRISM SOFTWARE		FRA.18306000.31470
1000003	210031262 - PRISM SOFTWARE		FRA.18306000.31470
FRA007786	PERSONAL PROPERTY ACCOUNT	007786	FRA.18306000.31470
FRA008084	MULTIPOINT CONTROL UNIT	008084	FRA.18306000.31470
FRACIP1	BUILDING IMPROVEMENT		FRA.17306000.32020

At the bottom of the window are three buttons: 'Assignments', 'Source Lines', and 'Books'.

21. Choose an asset and select (B) Source Lines.

Source Lines



The screenshot shows the 'View Source Lines - 1000002' window with a table containing the following data:

Invoice Number	Line	Description	Active	Line Amount	Supplier Name	Supplier
102561A	1	210031262 - PRISM S	<input checked="" type="checkbox"/>	43,748.27	COMPUSEARCH SOF	5413047
102561	1	210031262 - PRISM S	<input checked="" type="checkbox"/>	43,748.27	COMPUSEARCH SOF	5413047

At the bottom right of the window is a button labeled 'Project Details...'.

22. In the View Source Lines window, use the scroll bar to view source line information applicable to the Asset.

VIEW SOURCE LINES

Field Name	Comments	Required?
Invoice Number	This field displays the Invoice Number that came through Mass Additions from the payables system.	Display Only
Line	This field displays the source Line that came through Mass Additions from the payables system.	Display Only
Description	This field displays the Description that came through Mass Additions from the payables system or Projects module.	Display Only
Active check box	This field displays whether the invoice line is active or not. If the Active check box is unchecked the invoice line is not active.	Display Only
Line Amount	The Line Amount is the amount for this line that came from the payables system or Projects module.	Display Only
Supplier Name	The Supplier Name displays the Supplier Name that came from the payables system.	Display Only
Supplier Number	The Supplier Number displays the Supplier Number that came from the payables system.	Display Only
PO Number	The PO Number displays the Purchase Order Number that came from the payables system.	Display Only
Source Batch	This field displays the Source Batch that this source line came from.	Display Only
[]	This field is not used in DELPHI.	Display Only
Project Number	If the source of the line is Oracle Projects, this field displays the Project Number.	Display Only
Task Number	If the source of the line is Oracle Projects this field displays the Task Number associated with the project. .	Display Only

23. If the source of the line is from Oracle Projects, choose (B) Project Details to view detail project information for the line in the Asset Line Details window.

Task	Type	Item Date	Employee/Supp	Quantity	UOM	CIP Cost	Comment
166006000	11000	13-OCT-2001		11.56	Curre	11.56	

24. In the Asset Line Details window, use the scroll bar to view Asset Line Details applicable to the asset.

ASSET LINE DETAILS		
Field Name	Comments	Required?
Task	The Task field displays the task number of this project from Oracle Projects. .	Display Only
Type	This field displays the expenditure type of this project from Oracle Projects.	Display Only
Item Date	This field displays the Item Date of the project.	Display Only
Employee/Supplier	This field displays the Employee or Supplier that this project is assigned.	Display Only
Quantity	The Quantity field displays the quantity of items assigned to this task within the project.	Display Only
UOM	This field displays the Unit of Measure assigned to this project.	Display Only
CIP Cost	The CIP Cost field displays the CIP Cost charged to this task for this project.	Display Only
Comment	This field displays any comments that are entered that apply to this project. .	Display Only
Expnd Org	This field displays the Expenditure Organization that applies to this project.	Display Only
Non-Labor Resource	This field displays the Non-Labor Resource that applies to this project.	Display Only
Non-Labor Org	This field displays the Non -Labor Organization that applies to this project.	Display Only

Books

Reviewing Financial Transaction Results of an Asset

Find Assets

Oracle Assets

N → Inquiry → Financial Information

Find Assets

The screenshot shows the 'Find Assets' window in Oracle Assets. The 'Find by Asset Detail' tab is active. The input fields are arranged in two columns. The left column contains 'Asset Number', 'Tag Number', 'Serial Number', and 'Warranty Number'. The right column contains 'Description', 'Category', and 'Asset Key'. The 'Category' field has a dropdown arrow. At the bottom, there are four buttons: 'Clear', 'New', 'QuickAdditions', and 'Find'.

Note: At least one field is required on the Find by Asset Details tab, Find by Assignment tab, Find by Source Line tab, or Find by Lease tab.

1. On the Find Assets screen, select the Find by Asset Detail Tab. Enter the Asset Number if known, and additional information to limit the search criteria. Select (B) Find. You can use the Find Assets window to find assets by Detail, Assignments, Invoice, Lease or Project.

Assets

Asset Number	Description	Tag Number	Category
1000002	210031262 - PRISM SOFTWARE		FRA.18306000.31470
1000003	210031262 - PRISM SOFTWARE		FRA.18306000.31470
FRA007786	PERSONAL PROPERTY ACCO	007786	FRA.18306000.31470
FRA008084	MULTIPOINT CONTROL UNIT	008084	FRA.17506000.31460
FRA1	210031262 - PRISM SOFTWARE		FRA.18306000.31470

Assignments Source Lines Books

- On the Assets screen, select an asset and move the scroll bar to the right to view all the information related to the asset.

ASSETS		
Field Name	Comments	Required?
Asset Number	The Asset Number field displays the asset number that uniquely identifies each asset.	Display Only
Description	The Description field displays the description of the Asset.	Display Only
Tag Number	The Tag Number field displays the Tag Number assigned to the asset.	Display Only
Category	The Category field displays the category flexfield that contains Operating Administration, Account, and Class.	Display Only
Serial Number	If applicable, this field displays the Serial Number.	Display Only
Asset Key	The Asset Key field displays the asset key flexfield that contains the Book, Region, and Organization for this asset. An Asset Key is used to group assets or identify groups of assets quickly.	Display Only
Asset Type	The Asset Type field displays Capitalized, CIP (Construction-in-Process), or Expensed.	Display Only
Units	The number of units represents the number of components included as part of an asset.	Display Only
Property Type	If applicable, this field displays the Property Type of the asset.	Display Only
Ownership	This field displays whether the asset is Owned or Leased.	Display Only
Property Class	This field displays the Property Class of the Asset.	Display Only
Inventorial check box	When you check the In Physical Inventory check box in the asset details window, it indicates that this asset will be included when you run the Physical Inventory comparison.	Display Only
<i>The following fields are optionally displayed</i>		
Parent Asset	If the asset is a component of another asset, it is tracked as a subcomponent of its parent asset. This field displays the	Display Only

	parent asset number for a subcomponent asset.	
Parent Description	This field displays the description of the Parent Asset.	Display Only
Manufacturer	This field displays the Manufacturer name if applicable.	Display Only
Model	This field displays the Model number of the asset if applicable.	Display Only
Lease Number	If the asset is assigned to a lease the Lease Number will be displayed here. If you are entering a leasehold improvement and you complete the Parent Asset field in the Asset Details window, Oracle Assets displays the related lease information from the parent asset. You cannot provide separate lease information for the leasehold improvement.	Display Only
Lessor	This field displays the Lessor that is attached to the Lease Number when the lease is defined.	Display Only
Lease Description	This field displays the Lease Description defined when the lease is defined.	Display Only
Lease []	Not used in DELPHI.	Display Only
Bought	This field displays whether the asset was bought New or Used.	Display Only
In Use	The In Use check box is for your reference only. It indicates whether the asset is in use.	Display Only

3. Select (B) Books.

View Financial Information

View Financial Information - FRA000001

Book	Cost	Recoverable Cost	Net Book Value
FRA	5,000.00	5,000.00	4,750.01

Original Cost	5,000.00	Depr Ceiling	
Salvage Value	0.00	Revaluation Ceiling	
<input type="checkbox"/> Investment Tax Credit		Revaluation Reserve	0.00
<input checked="" type="checkbox"/> Depreciate		Capacity	
Date in Service	31-OCT-2002	YTD Production	
Prorate Convention	FOL MONTH	LTD Production	
Prorate Date	01-NOV-2002	Life End Date	
Method	STL	Basic Rate	%
Life Years	5 Months 0	Adjusted Rate	%
Remaining Life Years	4 Months 9	Bonus Rule	
YTD Depreciation	249.99	YTD Bonus Depr	0.00
Accumulated Depr	249.99	LTD Bonus Depr	0.00

Transactions Depreciation Cost History

VIEW FINANCIAL INFORMATION

Field Name	Comments	Required?
Book	This field displays the Depreciation Book of the asset.	Display Only
Cost	This field displays the Current Cost of the asset. For Leased Assets, Oracle Assets automatically enters the Cost to Capitalize amount in the Current Cost field.	Display Only
Recoverable Cost	The Recoverable Cost is current cost less the salvage value of the asset.	Display Only
Net Book Value	Net Book Value (NBV) is the current cost minus accumulated depreciation taken to date.	Display Only
Original Cost	Oracle Assets displays the Original Cost of the asset and updates it if you make a cost adjustment in the period you added the asset.	Display Only
Depr Ceiling	Not used in DELPHI. The Depreciation Ceiling is used for assets in tax depreciation books.	Display Only
Salvage Value	This field displays the Salvage Value for the asset and cannot exceed the asset cost.	Display Only
Revaluation Ceiling	Not used in DELPHI.	Display Only
Investment Tax Credit check box	Not used in DELPHI.	Display Only
Revaluation Reserve	Not used in DELPHI.	Display Only
Depreciate check box	The Depreciate check box displays whether you chose to depreciate the asset.	Display Only
Capacity	Not used in DELPHI.	Display Only
Date in Service	This field displays the date the Asset was placed in service.	Display Only
YTD Production	Not used in DELPHI.	Display Only
Prorate Convention	This field displays the Prorate Convention defined for this book. The Prorate Convention determines how much depreciation to take in the first and last years of the assets life.	Display Only
LTD Production	Not used in DELPHI.	Display Only
Prorate Date	Oracle Assets determines the prorate date from the date placed in service and the prorate convention. It uses this date to determine how much depreciation to take during the first and last years of asset life.	Display Only
Life End Date	N/A, not used.	Display Only
Method	This field displays the depreciation method chosen for this asset. The Method determines the way in which Oracle Assets spreads the cost of the asset over the time it is in use.	Display Only
Basic Rate	Not used in DELPHI.	Display Only
Life Years	This field displays the useful Life Years for this asset.	Display Only
Months	This field displays the useful Months Life for this asset.	Display Only
Adjusted Rate	Not used in DELPHI.	Display Only
Remaining Life Years	This field displays the Years of Life Remaining for this asset based on the date placed in service and the assets defined life.	Display Only
Months	This field displays the Months of Life Remaining for this asset based on the date placed in service and the assets defined life.	Display Only
Bonus Rule	Not used in DELPHI.	Display Only
YTD Depreciation	This field displays the depreciation taken year to date.	Display Only

YTD Bonus Depr	Not used in DELPHI.	Display Only
Accumulated Depr	This field displays the total amount of depreciation taken to date over the life of the asset.	Display Only
LTD Bonus Depr	Not used in DELPHI.	Display Only

4. Select (B) Cost History.

Cost History

Reference Number	Transaction Type	Period Effective	Cost
4793	ADDITION	OCT-02_FY-03	5,000.00

COST HISTORY		
Field Name	Comments	Required?
Reference Number	The Reference Number is assigned by the system each time a transaction takes place on the asset.	Display Only
Transaction Type	This field displays the Transaction Type each time a new transaction is completed on the asset. ADDITION is the original transaction when the asset is entered into the system. If you change any information such as the asset cost in the period that you added the asset, Oracle Assets updates the original Addition transaction to ADDITION/VOID transaction and creates a new addition with upgraded information. Changes to an asset's financial information appear as ADJUSTMENT transactions. If an asset is fully retired the retirement transaction appears as FULL RETIREMENT. If the retirement is corrected to reinstate the asset the transaction appears as REINSTATE.	Display Only
Period Effective	This field displays the period that the transaction became effective.	Display Only
Cost	The cost field reflects changes to the assets cost based on the completed transactions.	Display Only

- Close the Cost History screen and return to the View Financial Information screen.

View Financial Information - FRA00001

Book	Cost	Recoverable Cost	Net Book Value
FRA	5,000.00	5,000.00	4,750.01

Original Cost	5,000.00	Depr Ceiling	
Salvage Value	0.00	Revaluation Ceiling	
<input type="checkbox"/> Investment Tax Credit		Revaluation Reserve	0.00
<input checked="" type="checkbox"/> Depreciate		Capacity	
Date in Service	31-OCT-2002	YTD Production	
Prorate Convention	FOL MONTH	LTD Production	
Prorate Date	01-NOV-2002	Life End Date	
Method	STL	Basic Rate	%
Life Years	5	Adjusted Rate	%
Months	0	Bonus Rule	
Remaining Life Years	4	YTD Bonus Depr	0.00
Months	9	LTD Bonus Depr	0.00
YTD Depreciation	249.99		
Accumulated Depr	249.99		

Transactions Depreciation Cost History

- Select (B) Depreciation.

View Depreciation History

View Depreciation History

Period	Expense Account	Depreciation Amount	Revaluation Amortization
JAN-03_FY-03	2720700000.2001.7201050000.4040000000.000	83.33	0.00
DEC-02_FY-03	2720700000.2001.7201050000.4040000000.000	83.33	0.00
NOV-02_FY-03	2720700000.2001.7201050000.4040000000.000	83.33	0.00
OCT-02_FY-03	2720700000.2001.7201050000.4040000000.000	0.00	0.00

The View Depreciation History screen shows

- the depreciation amount by period and expense account where the depreciation expense was recorded.
- the depreciation amount for a given period includes any adjustments to the financial information of the asset that would effect the depreciation.

VIEW DEPRECIATION HISTORY		
Field Name	Comments	Required?
Period	This field displays the period the depreciation was recorded.	Display Only
Expense Account	This field displays the expense account to which depreciation is charged for this asset.	Display Only
Depreciation Amount	This field displays the depreciation amount charged in each period.	Display Only
Revaluation Amortization	Not used in DELPHI.	Display Only

- Close the View Depreciation History screen and return to the View Financial Information screen.

View Financial Information - FRA00001

Book	Cost	Recoverable Cost	Net Book Value
FRA	5,000.00	5,000.00	4,750.01

Original Cost	5,000.00	Depr Ceiling	
Salvage Value	0.00	Revaluation Ceiling	
<input type="checkbox"/> Investment Tax Credit		Revaluation Reserve	0.00
<input checked="" type="checkbox"/> Depreciate		Capacity	
Date in Service	31-OCT-2002	YTD Production	
Prorate Convention	FOL MONTH	LTD Production	
Prorate Date	01-NOV-2002	Life End Date	
Method	STL	Basic Rate	%
Life Years	5 Months 0	Adjusted Rate	%
Remaining Life Years	4 Months 9	Bonus Rule	
YTD Depreciation	249.99	YTD Bonus Depr	0.00
Accumulated Depr	249.99	LTD Bonus Depr	0.00

Transactions Depreciation Cost History

- Select (B) Transactions.

Transaction History

Transaction History

Periods

Transaction Type	Asset Number - Description	Effective	Entered	
<input checked="" type="checkbox"/> ADDITION	FRA00001 - SOFTWARE	OCT-02_FY-03	OCT-02_FY-03	<input type="checkbox"/>
<input type="checkbox"/> TRANSFER IN	FRA00001 - SOFTWARE	OCT-02_FY-03	OCT-02_FY-03	<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>

Book

FRA

Reference Number

4793

☐ Amortized Adjustment

Comments

Details

TRANSACTION HISTORY		
Field Name	Comments	Required?
Transaction Type	This field displays the Transaction Type each time a new transaction is completed on the asset. ADDITION is the original transaction when the asset is entered into the system. If you change any information such as the asset cost in the period that you added the asset, Oracle Assets updates the original Addition transaction to ADDITION/VOID transaction and creates a new addition with upgraded information. Changes to an asset's financial information appear as ADJUSTMENT transactions. If an asset is fully retired the retirement transaction appears as FULL RETIREMENT. If the retirement is corrected to reinstate the asset the transaction appears as REINSTATE.	Display Only
Asset Number – Description	This field displays the asset number and description of the asset.	Display Only
Periods Effective	This field displays the period that the transaction became effective.	Display Only
Periods Entered	This field displays the period in which the transaction was entered.	Display Only
Book	This field displays the Depreciation Book of the asset.	Display Only
Reference Number	The Reference Number is assigned by the system and can be used to query the asset transaction.	Display Only
Amortized Adjustment checkbox	The Amortized Adjustment checkbox is enabled if Amortized Adjustments was checked for the transaction.	Display Only

Comments	This field displays comments about the transactions.	Display Only
----------	--	--------------

9. To view individual transaction details for this asset, select a transaction and select (B) Details to open the Transaction Detail window.

Transaction Detail

	Current Cost	Original Cost	Salvage Value	Recoverable Cost	Revaluation Ceiling
After	5,000.00	5,000.00	0.00	5,000.00	

Use the scroll bar to view the entire window.

Note: The Transaction Details window varies with the transaction selected and may look different from the one displayed.

TRANSACTION DETAIL		
Field Name	Comments	Required?
Current Cost	This field displays the current cost of the asset.	Display Only
Original Cost	Oracle Assets displays the original cost of the asset and updates it if you make a cost adjustment in the period you added the asset.	Display Only
Salvage Value	This field displays the Salvage Value for the asset.	Display Only
Recoverable Cost	The Recoverable Cost is the current cost less the salvage value of the asset.	Display Only
Revaluation Ceiling	Not used in DELPHI. The Revaluation Ceiling is used for assets in tax depreciation books.	Display Only
Method	This field displays the depreciation method chosen for this asset.	Display Only
Life	This field displays the useful Life of this asset.	Display Only
Adjusted Rate	Not used in DELPHI.	Display Only
Capacity	Not used in DELPHI.	Display Only
Unit of Measure	Not used in DELPHI.	Display Only
Prorate Convention	This field displays the Prorate Convention of the Asset.	Display Only
Prorate Date	Oracle Assets determines the prorate date from the date placed in service and the prorate convention.	Display Only
Date Placed in Service	This field displays the date the asset was placed in service.	Display Only
Depreciate check box	The Depreciate check box displays a check if the asset is subject to depreciation.	Display Only
Bonus Rule	Not used in DELPHI.	Display Only
Depreciation Ceiling	Not used in DELPHI. The Depreciation Ceiling is used for assets in tax depreciation books.	Display Only
Asset Number - Description	The Asset Number – Description field displays the asset number that uniquely identifies the asset and	Display Only

	the assets description.	
--	-------------------------	--

Viewing Transaction Detail and History

Find Transactions

Oracle Assets

N → Inquiry → Transaction History

Find Transactions

The screenshot shows the 'Find Transactions' window. The 'Book' field is set to 'FRA'. The 'Asset Numbers' field is set to '1000002'. The 'Reference Number' field is empty. The 'Periods' field is empty. The 'Transaction Type' field is empty. The 'Category' field is empty. There are 'Clear' and 'Find' buttons at the bottom right.

1. In the Find Transactions window, enter the following information.

FIND TRANSACTIONS		
Field Name	Comments	Required?
Book	From LOV, choose the Book.	Yes
Reference Number	From the LOV, Choose the Reference Number if known	Yes, enter a reference number or beginning and ending asset numbers.
Asset Numbers	From LOV, choose the beginning and ending asset number. By selecting a range of asset numbers you can view several asset transactions at a time.	
Periods	From LOV, choose the beginning and ending period.	No
Transaction Type	From LOV, choose the Transaction Type.	No
Category	When you select the Category field and select LOV the Category Flexfield window will appear.	No

Category Flexfield

Category Flexfield

OPERATING ADMIN FEDERAL RAILROAD ADMINISTRATION

ACCOUNT EQUIPMENT

CLASS ADP EQUIPMENT CAPITALIZED

OK Cancel Combinations Clear Help

2. In the Category Flexfield window, enter the following information.

CATEGORY FLEXFIELD		
Field Name	Comments	Required?
Operating Admin	From the LOV, choose the Operating Administration.	Yes
Account	From the LOV, choose the Account.	Yes
Class	From the LOV, choose the Class.	Yes

3. Select (B) OK and return to the Find Transactions window.

Find Transactions

Book

Reference Number

Asset Numbers -

Periods -

Transaction Type

Category

Clear Find

4. Select (B) Find.

Transaction History

Transaction Type	Asset Number - Description	Effective	Entered
ADDITION	FRA008084 - MULTIPOINT CONTROL UNIT	APR-97_FY-97	MAR-00_FY-00
TRANSFER IN	FRA008084 - MULTIPOINT CONTROL UNIT	APR-97_FY-97	MAR-00_FY-00
ADJUSTMENT	FRA008084 - MULTIPOINT CONTROL UNIT	JUL-01_FY-01	JUL-01_FY-01
ADDITION	FRA155 - MONITOR	JUL-01_FY-01	JUL-01_FY-01
TRANSFER IN	FRA155 - MONITOR	JUL-01_FY-01	JUL-01_FY-01

Book:

Reference Number: ☐ Amortized Adjustment

Comments:

[Details](#)

- In the Transaction History window, review Transaction History of an asset.

TRANSACTION HISTORY		
Field Name	Comments	Required?
Transaction Type	This field displays the Transaction Type each time a new transaction is completed on the asset. ADDITION is the original transaction when the asset is entered into the system. If you change any information such as the asset cost in the period that you added the asset, Oracle Assets updates the original Addition transaction to ADDITION/VOID transaction and creates a new addition with upgraded information. Any unplanned depreciation amounts appear as ADJUSTMENT transactions. If an asset is fully retired the retirement transaction appears as FULL RETIREMENT. If the retirement is corrected to reinstate the asset the transaction appears as REINSTATE.	Display Only
Asset Number – Description	This field displays the asset number and description of the asset.	Display Only
Periods Area		
Effective	This field displays the period that the transaction became effective.	Display Only
Entered	This field displays the period in which the transaction was entered.	Display Only
Book	This field displays the Book that this asset is assigned.	Display Only
Reference Number	The Reference Number is assigned by the system and can be used to query the asset transaction.	Display Only

Amortized Adjustment	The Amortized Adjustment checkbox is enabled if Amortized Adjustments are allowed for this asset.	Display Only
Comments	This field displays comments about the transactions.	Display Only

6. To view individual transaction details for this asset, select a transaction and select (B) Details to open the Transaction Detail window. Once in the Transaction Detail window use the scroll bar to view all information.

The screenshot shows the 'Transaction Detail' window with the following data:

	Current Cost	Original Cost	Salvage Value	Recoverable Cost	Revaluation Ceiling
After	128,383.78	128,383.78	0.00	128,383.78	

The screenshot shows the 'Transaction Detail' window with the following data:

	Method	Life	Adjusted Rate	Capacity	Unit of Measure
After	STL	5.0			

The screenshot shows the 'Transaction Detail' window with the following data:

	Prorate Convention	Prorate Date	Date Placed in Service	Depreciate	Bonus Rule
After	FOL MONTH	01-MAY-1997	06-APR-1997	<input checked="" type="checkbox"/>	

The screenshot shows the 'Transaction Detail' window with the following data:

	Depreciation Ceiling	Asset Number - Description
After		FRA008084 - MULTIPOINT CONTROL UNIT VII

TRANSACTION DETAIL		
Field Name	Comments	Required?
Current Cost	This field displays the current cost of the asset.	Display Only
Original Cost	Oracle Assets displays the original cost of the asset and updates it if you make a cost adjustment in the period you added the asset.	Display Only

Salvage Value	This field displays the Salvage Value for the asset and cannot exceed the asset cost.	Display Only
Recoverable Cost	The Recoverable Cost is the portion of the current cost that can be depreciated. It is the current cost less the salvage value of the asset.	Display Only
Revaluation Ceiling	Not used in DELPHI. The Revaluation Ceiling is used for assets in tax depreciation books.	Display Only
Method	This field displays the depreciation method chosen for this asset. The Method determines the way in which Oracle Assets spreads the cost of the asset over the time it is in use.	Display Only
Life	This field displays the depreciable Life applicable for this asset.	Display Only
Adjusted Rate	Not used in DELPHI.	Display Only
Capacity	Not used in DELPHI.	Display Only
Unit of Measure	Not used in DELPHI.	Display Only
Prorate Convention	This field displays the Prorate Convention defined for this book. The Prorate Convention determines how much depreciation to take in the first and last years of the assets life.	Display Only
Prorate Date	Oracle Assets determines the prorate date from the date placed in service and the prorate convention. It uses this date to determine how much depreciation to take during the first and last years of the assets life.	Display Only
Date Placed in Service	If the calendar date is in the current open period, the default date placed in service is the calendar date. If the calendar date is before the current open period, the default date is the first day of the open period.	Display Only
Depreciate check box	The Depreciate check box displays whether you chose to depreciate the asset.	Display Only
Bonus Rule	Not used in DELPHI.	Display Only
Depreciation Ceiling	Not used in DELPHI. The Depreciation Ceiling is used for assets in tax depreciation books.	Display Only
Asset Number - Description	The Asset Number – Description field displays the asset number that uniquely identifies the asset and the assets description.	Display Only

Lab 1: Querying and Viewing Financial Information of an Asset

In this lab, you query all assets that belong to the FRA.17506000.31460 category. You select an asset from this category and view its financial information and transaction details.

Instructions

- Find all assets in the FRA.17506000.31460 category.

Hint: Use the Category as your search criteria.

- Select an asset and view its financial information in the FRA book.
- View transaction detail for this asset.
- Answer the following questions:

1. Which button will allow you to view financial information for this asset?

2. What types of information are shown on the View Financial Information window?

3. What is the cost of this Asset?

Lab 1: Querying and Viewing Financial Information of an Asset

4. What is the current depreciation expense for this asset?

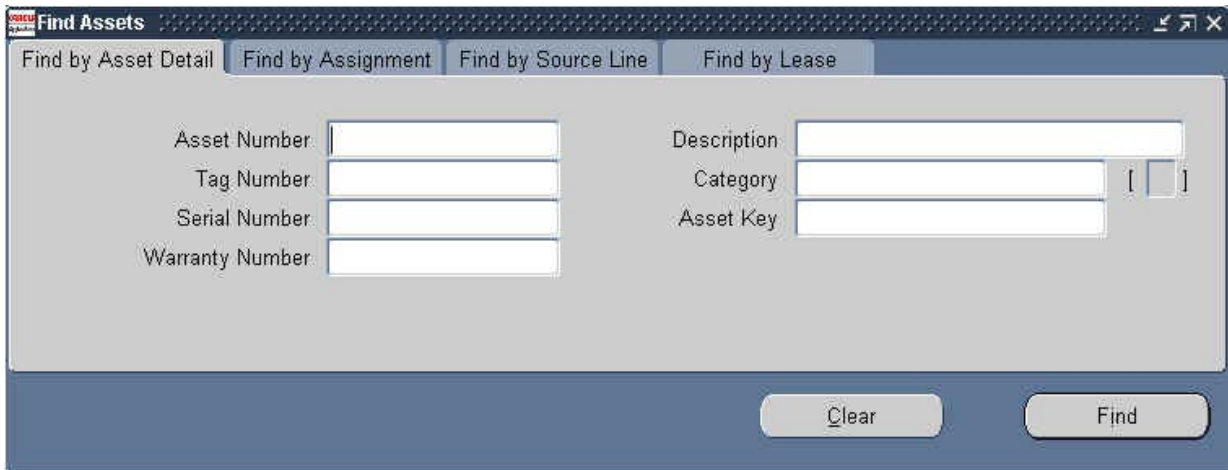
5. What button will take you to the Transaction History window?

6. How could you view individual transaction details for this asset?

Lab 1 Solutions: Querying and Viewing Financial Information of an Asset

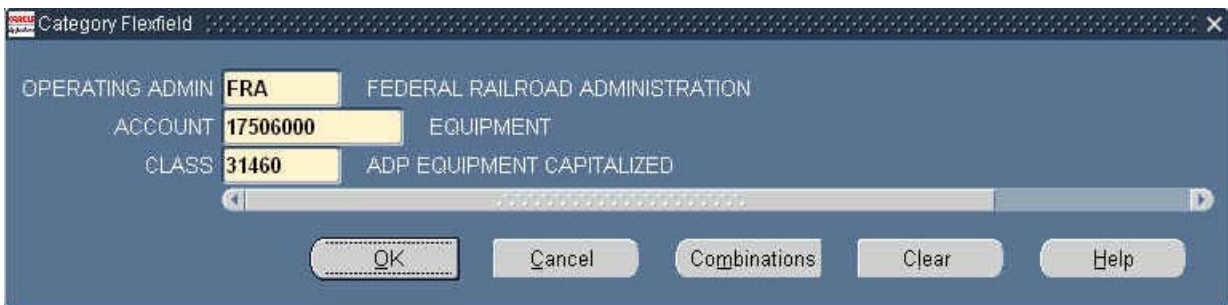
1. Navigate to the Find Assets window.

N → Inquiry → Financial Information



The screenshot shows the 'Find Assets' window with the 'Find by Asset Detail' tab selected. The window contains several input fields for searching assets: Asset Number, Tag Number, Serial Number, Warranty Number, Description, Category, and Asset Key. There are 'Clear' and 'Find' buttons at the bottom right.

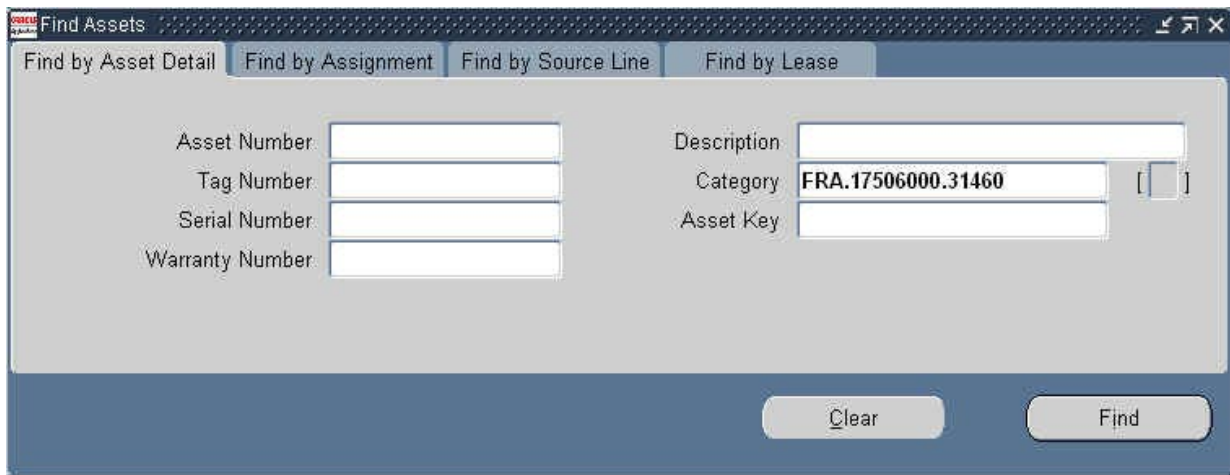
2. Tab to the Category field. Select LOV and the Category Flexfield window will appear.



The screenshot shows the 'Category Flexfield' window. It displays a hierarchy of values: OPERATING ADMIN (FRA) - FEDERAL RAILROAD ADMINISTRATION, ACCOUNT (17506000) - EQUIPMENT, and CLASS (31460) - ADP EQUIPMENT CAPITALIZED. There are 'OK', 'Cancel', 'Combinations', 'Clear', and 'Help' buttons at the bottom.

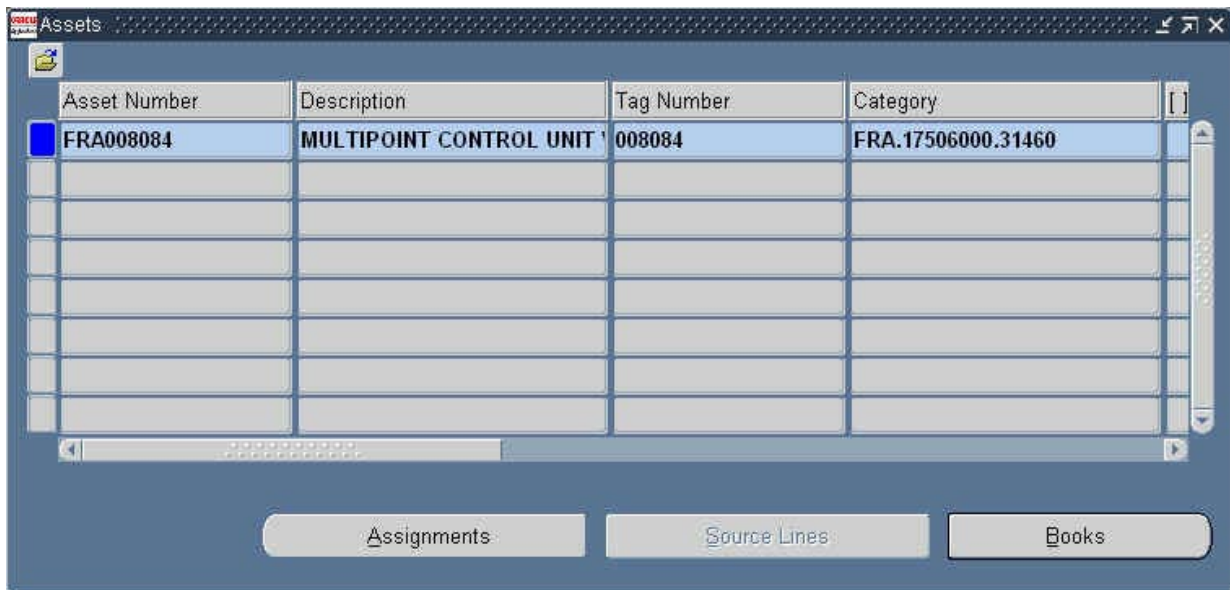
3. Select FRA.17506000.31460 for the category flexfield and select (B) OK.

Lab 1 Solutions: Querying and Viewing Financial Information of an Asset



The "Find Assets" dialog box features four tabs: "Find by Asset Detail", "Find by Assignment", "Find by Source Line", and "Find by Lease". The "Find by Asset Detail" tab is active. It contains input fields for "Asset Number", "Tag Number", "Serial Number", "Warranty Number", "Description", "Category" (pre-filled with "FRA.17506000.31460"), and "Asset Key". "Clear" and "Find" buttons are at the bottom right.

4. Select (B) Find to begin the search.



The "Assets" window displays a table with the following data:

Asset Number	Description	Tag Number	Category
FRA008084	MULTIPOINT CONTROL UNIT	008084	FRA.17506000.31460

Buttons at the bottom: "Assignments", "Source Lines", and "Books".

5. Select (B) Books.

Lab 1 Solutions: Querying and Viewing Financial Information of an Asset

- View the financial information for this asset.

View Financial Information - FRA008084

Book	Cost	Recoverable Cost	Net Book Value
FRA	128,383.78	128,383.78	12,838.39

Original Cost	128,383.78	Depr Ceiling	
Salvage Value	0.00	Revaluation Ceiling	
<input type="checkbox"/> Investment Tax Credit		Revaluation Reserve	0.00
<input checked="" type="checkbox"/> Depreciate		Capacity	
Date in Service	06-APR-1997	YTD Production	
Prorate Convention	FOL MONTH	LTD Production	
Prorate Date	01-MAY-1997	Life End Date	
Method	STL	Basic Rate	%
Life Years	5	Adjusted Rate	%
Months	0	Bonus Rule	
Remaining Life Years	0	YTD Bonus Depr	
Months	4	LTD Bonus Depr	0.00
YTD Depreciation	4,279.46		
Accumulated Depr	115,545.39		

Transactions Depreciation Cost History

- Select (B) Transactions to go to the Transaction History window.

Lab 1 Solutions: Querying and Viewing Financial Information of an Asset

Transaction History

Periods

Transaction Type	Asset Number - Description	Effective	Entered
<input checked="" type="checkbox"/> ADDITION	FRA008084 - MULTIPOINT CONTROL UNIT	APR-97_FY-97	MAR-00_FY-00
<input type="checkbox"/> TRANSFER IN	FRA008084 - MULTIPOINT CONTROL UNIT	APR-97_FY-97	MAR-00_FY-00
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

Book: FRA

Reference Number: 3 ☐ Amortized Adjustment

Comments:

Details

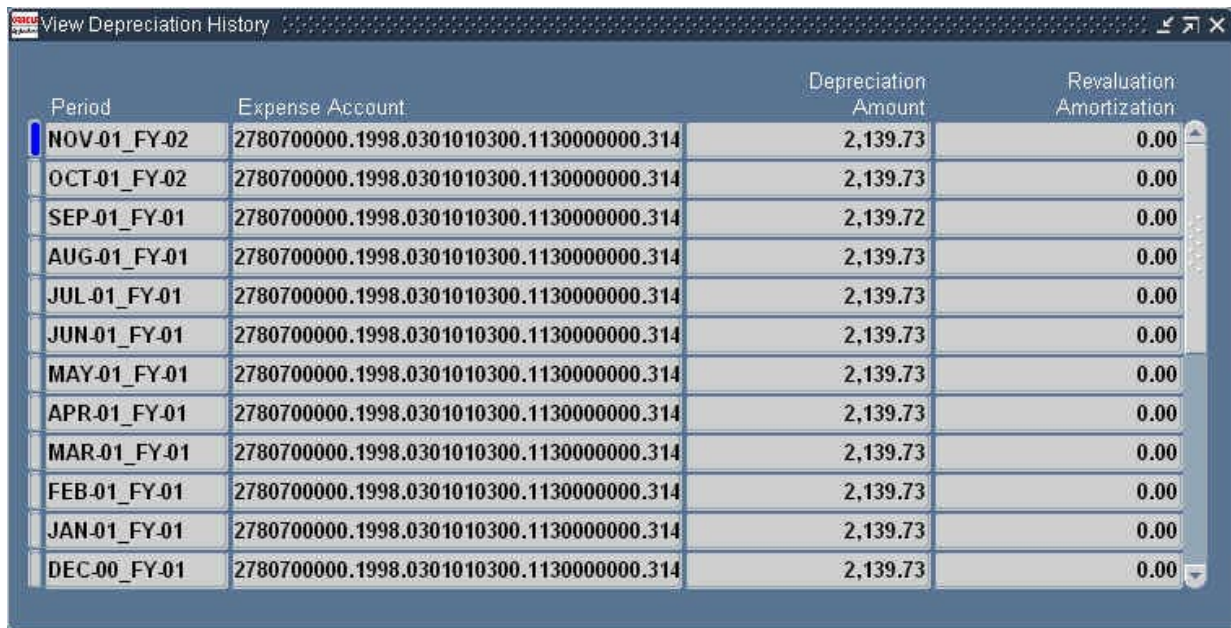
8. Select (B) Details

Transaction Detail

	Current Cost	Original Cost	Salvage Value	Recoverable Cost	Revaluation Ceiling
After	128,383.78	128,383.78	0.00	128,383.78	

9. Close the Transaction Detail and Transaction History windows and select (B) Depreciation in the View Financial Information.

Lab 1 Solutions: Querying and Viewing Financial Information of an Asset



Period	Expense Account	Depreciation Amount	Revaluation Amortization
NOV-01_FY-02	2780700000.1998.0301010300.1130000000.314	2,139.73	0.00
OCT-01_FY-02	2780700000.1998.0301010300.1130000000.314	2,139.73	0.00
SEP-01_FY-01	2780700000.1998.0301010300.1130000000.314	2,139.72	0.00
AUG-01_FY-01	2780700000.1998.0301010300.1130000000.314	2,139.73	0.00
JUL-01_FY-01	2780700000.1998.0301010300.1130000000.314	2,139.73	0.00
JUN-01_FY-01	2780700000.1998.0301010300.1130000000.314	2,139.73	0.00
MAY-01_FY-01	2780700000.1998.0301010300.1130000000.314	2,139.73	0.00
APR-01_FY-01	2780700000.1998.0301010300.1130000000.314	2,139.73	0.00
MAR-01_FY-01	2780700000.1998.0301010300.1130000000.314	2,139.73	0.00
FEB-01_FY-01	2780700000.1998.0301010300.1130000000.314	2,139.73	0.00
JAN-01_FY-01	2780700000.1998.0301010300.1130000000.314	2,139.73	0.00
DEC-00_FY-01	2780700000.1998.0301010300.1130000000.314	2,139.73	0.00

10. View the depreciation information for this asset.

Answers to the questions:

1. Which button will allow you to view financial information for this asset?

Books

2. What types of information are shown on the View Financial Information window?

Book, cost, recoverable cost, net book value, original cost, salvage value, depreciation checkbox, date in service, prorate convention and date, method, life, YTD depreciation, and accumulated depreciation

3. What is the cost of this Asset?

The answer differs depending on the asset selected. From the Transaction Detail window above, it is \$128,383.78.

4. What is the Year-to-Date depreciation expense for this asset?

The answer differs depending on the asset selected. From the View Financial Information window above, it is \$4,279.46.

Lab 1 Solutions: Querying and Viewing Financial Information of an Asset

5. What button will take you to the Transaction History window?

Transactions

6. How could you view individual transaction details for this asset?

Select (B) Details from the Transaction History window.

Summary

You should now be able to do the following:

- Perform online inquiries to view the financial information about an asset
- Query all assets assigned to a general ledger account by asset detail, assignment, source lines, and lease
- Query all assets assigned to a depreciation account
- View the transaction, depreciation, and cost history of an asset
- View transactions for any depreciation book and accounting period

Viewing Financial Information of an Asset

- You are now able to view financial information online by asset detail, assignment, source lines, and lease.
- You can view book information such as the depreciation detail and history, cost history, and transaction history and detail.

Listing of Oracle Asset Reports - Basic

Chapter 9

Listing of Oracle Assets Reports

Section Objectives

At the end of this section, you should be able to reference these Oracle Assets reports:

- Transaction reports
- Depreciation reports
- Accounting reports
- Responsibility reports
- Reconciliation reports
- Tracking reports

Transaction Reports

Transaction Reports include:

- Additions reports
- Mass Additions reports
- Adjustment reports
- Transaction History reports
- Transfer reports
- Retirement reports
- Mass Transaction reports

Additions Reports

Additions by Source Report

This report shows all assets added during an accounting period range and the invoice lines associated with that asset. It groups the assets by Mass Additions or Manual Transactions. It is sorted by source, balancing segment, asset type, asset account, cost center, and asset number.

For assets with multiple invoice lines, this report sorts by supplier number, invoice number, and invoice line number and prints the totals for each cost center, asset account, asset type, balancing segment, and source.

This report also provides supporting detail for the Asset Addition Report by showing which line items are part of each addition transaction.

Enter the book and From/To range to request this report.

Annual Additions Report

This report shows all assets placed in service in the date range that you specify. It is sorted by balancing segment, asset number, and asset account. It prints totals for each asset account and balancing segment.

Enter the book and From/To range to request this report.

Asset Additions by Cost Center Report

This report reviews the assets added to Oracle Assets or capitalized during any depreciation period. It is sorted by balancing segment, asset type, cost center, asset account, and expense account and prints totals for each of them.

Enter the book and the period to request this report. Enter a From/To Cost Center range to limit output if needed.

Additions Reports

Asset Additions Report

This report reconciles the asset cost to the general ledger asset accounts. It lists all the assets added to Oracle Assets or capitalized during any depreciation period. It is sorted by balancing segment, asset type, cost center, asset account, and reserve account and prints totals for each of them.

This report also provides supporting detail for the Cost Detail Report and the Reserve Detail Report for asset cost accounts.

Enter the book and the From/To period to request this report.

Asset Additions Responsibility Report

This report shows assets added to the cost centers through additions, capitalizations, and transfers in the accounting period that you specify. It shows the owner and location of each unit. It is sorted by balancing segment, cost center, owner, location, and asset number. It prints totals for each cost center and balancing segment.

Enter the book and the period to request this report. Enter a From/To Cost Center range to limit output if needed.

Conversion Assets Report

This report reviews the assets entered with a depreciation reserve. It is sorted by balancing segment, asset type, and asset account. It prints totals for each account, asset type, and balancing segment.

Enter the book and the From/To period to request this report.

Mass Additions Reports

Delete Mass Additions Preview Report

This report reviews mass additions with a status of Delete only and verifies that you deleted the correct mass additions before you submit the Mass Additions Delete program. It is sorted by the total cost for each book, source system, and supplier, and prints totals for each of them.

Mass Additions Delete Report

This report provides an audit trail of the deleted mass additions.

Enter the book for which you want to run this report.

Mass Additions Create Report

This report reviews mass additions created from invoice distribution lines in Oracle Payables for the book that you selected. It provides a complete audit trail of the mass additions created by Payables. It is sorted by the total cost in both the functional and foreign currency for each company, asset account, currency, and cost center, and prints totals for each of them.

This report lists mass additions invoices in both functional and foreign currency invoices in the general ledger.

Mass Additions Invoice Merge Report

This report reviews mass additions merged into a single asset. It is sorted by asset number. It does not include mass additions added to existing assets.

Enter the book and the period to request this report.

Mass Additions Invoice Split Report

This report reviews mass additions created by splitting multiunit mass additions. It is sorted by asset number. It does not include mass additions added to existing assets. It shows any mass additions merged and split.

Enter the book and the period to request this report.

Mass Additions Reports

Mass Additions Posting Report

This report gives an audit trail of the assets that Oracle Assets created from mass additions. It sorts by transaction type and asset number.

This report divides mass additions by transaction type; mass additions that became assets, and those added to existing assets. It also prints totals for each transaction type and the total number of mass addition lines posted in the batch.

Enter a book if you submit this report from the Submit Requests form.

Mass Additions Status Report

This report reviews the mass additions by status (queue name). It is sorted by asset account, accounts payable batch name, and invoice number. It prints the total cost for each asset account.

Enter the book and queue name for which you want to run the report.

Unposted Mass Additions Report

This report reviews mass additions that are not yet posted, which appear under the date that the invoice distribution line was posted to the general ledger. It is sorted by period, asset account, and status. It prints the total cost for each asset account and period.

Enter the book to request this report.

Adjustment Reports

Cost Adjustments by Source Report

This report shows all the cost adjustments made in the book during an accounting period range selected. It groups these by asset type and Mass Additions or Manual Transactions source.

It is sorted by source, balancing segment, asset type, asset account, cost center, and asset number. For assets with multiple source lines, it sorts by supplier number, invoice number, and invoice line number. It prints totals for each asset if the asset number has multiple source lines, and for each cost center, asset account, asset type, balancing segment, and source.

This report provides supporting detail for the Cost Adjustment Report by showing which line items are part of each adjustment transaction.

Cost Adjustments Report

This report provides an audit trail of the cost adjustments made to the assets in the book and during the accounting period range selected. It includes changes made to the asset itself and to the source lines. It is sorted by balancing segment, asset type, asset cost account, cost center, and asset number. It prints totals for each cost center, account, asset type, and balancing segment.

This report provides supporting detail for the Cost Detail Report and the Reserve Detail Report for asset accounts.

Financial Adjustments Report

This report shows all asset financial adjustments made for the book and period selected. It is sorted by asset number and by the effective date of the transaction.

Mass Change Preview Report

This report shows the effect of the specified mass change criteria on the assets. It is sorted by asset number.

Run this report before performing a mass change from the MassChanges window.

Adjustment Reports

Mass Change Review Report

This report reviews the effect of mass changes performed on the assets. It is sorted by asset number. It is automatically submitted when you perform the mass change.

Run this report for any completed mass change by querying the definition and selecting the Review button in the MassChanges window.

Parent Asset Transactions Report

This report reviews transactions on parent assets for the book and period selected. It is sorted by transaction type and number.

Transaction History Report

Transaction History Report

This report reviews all the transactions performed on the assets for the book and asset number range selected. This report is sorted by asset number.

Transfer Reports

Asset Transfers Report

This report reviews asset transfers for the book and period selected. It lists the expense account, balancing segment, cost center, and location of the asset for each transaction before and after the transfer. It is sorted by asset number.

This report also provides supporting detail for the Reserve Detail Report.

Asset Transfer Reconciliation Report

The report shows the transfer transactions for a corporate book made during an accounting period that affects a general ledger account. It does not show transfers between employees and locations since the general ledger number does not change. It is sorted by balancing segment, asset type, cost center, and asset account. It also prints totals for these.

This report also provides supporting detail for the Cost Detail Report for asset accounts.

Asset Disposals Responsibility Report

This report shows assets removed from cost centers through retirements and transfers. It also shows the location of each unit. It is sorted by balancing segment, cost center, and owner, and prints totals for each of them.

Enter the book and the period to request this report. Enter a From/To Cost Center range to limit output if needed.

Mass Transfers Preview Report

This report previews the mass transfer definition effect before you perform it. It shows the general ledger number, location, and employee assigned before and after the mass transfer. It is sorted by asset number, general ledger number, location, and employee number. Run this report from the Mass Transfers window, it cannot be ran from the Submit Requests window.

Reclassification Reports

Asset Reclassification Report

This report reviews the assets for which you change the asset category. It is sorted by balancing segment, asset account, and asset number. It prints totals for each asset account and balancing segment.

Enter the book and the From/To period to request this report.

Asset Reclassification Reconciliation Report

This report reconciles Oracle Assets to the general ledger asset accounts. It is sorted by balancing segment, asset type and account, and cost center. It prints totals for each of them.

This report also provides supporting detail for the Cost and Reserve Detail reports for asset cost accounts.

Enter the book and the From/To period to request this report.

Retirement Reports

Asset Retirements By Cost Center Report

This report shows the asset retirements for each cost center for the book and during the period selected. It is sorted by balancing segment, cost center, employee name, location, asset account and number. It prints totals for each owner, cost center, and balancing segment.

If needed, enter a Cost range to limit report output

Asset Retirements Report

This report shows the assets retired for the book and accounting period range selected. It is sorted by balancing segment, asset type, account, and number, and cost center. It also prints totals for each of them.

This report also provides supporting detail for the Cost and Reserve Detail reports for asset cost accounts.

Reinstated Assets Report

This report reviews the retirements reinstated for the book and From/To period range selected. It is sorted by balancing segment, asset type, account, number, and cost center and prints totals for each of them.

Retired Assets Without Retirement Types Report

This report shows retired assets without retirement types assigned. It is sorted by balancing segment and asset account.

Mass Retirements Report

This report reviews the mass retirement effect before you process it. It is sorted by balancing segment, asset type and account. It prints totals for each cost center, account, asset type, and balancing segment.

To run this report, select the Retire button for a mass retirement transaction with a New or Error status in the Mass Retirements form. Use (M) Help: View My Requests to view the report.

Retirement Reports

Mass Retirements Exception Report

This report identifies exception assets not required as part of the mass retirement transaction. It prints each exception asset, including its multiple distributions.

To run this report, select the Retire button for a mass retirement transaction with a New or Error status in the Mass Retirements form. Use (M) Help: View My Requests to view the report.

Mass Transaction Reports

Mass Change Preview Report

This report shows the effect of the specified mass change criteria on the assets. It is sorted by asset number.

Run this report to preview a mass change before you perform it. Select the Preview button in the Mass Change window for a definition with a New or Updated status. Use (M) Help: View My Requests to view the report.

Mass Change Review Report

This report reviews the mass change effects on the assets after the mass change. It is sorted by asset number.

Select the Review button in the Mass Change window to run this report. Use (M) Help: View My Requests to view the report.

Mass Transfers Preview Report

This report previews the effects of a mass revaluation before you perform it. It shows the general ledger number, location, and employee assigned to the assets before and after the mass transfer. It is sorted by asset number, general ledger number, location, and employee number.

Select the Preview button in the Mass Transfer window to submit this report. Use (M) Help: View My Requests to view the report.

Mass Retirements Report

This report previews the effect of a mass retirements before you process it. It is sorted by balancing segment, asset type, and asset account and prints totals for each of them.

To run this report, select the Retire button in the Mass Retirements window for a mass transaction with a New or Error status. Use (M) Help: View My Requests to view the report.

Depreciation Reports

Assets Not Assigned to Any Books Listing

This report shows assets that you have not assigned to any depreciation books. The listing is sorted by asset number.

Assets Not Assigned to Cost Center Listing

This report shows assets that you did not assign to any cost centers. The listing is sorted by book and asset number.

Expensed Property Report

This report finds all expensed assets. It is sorted by balancing segment, category, and asset number. It prints the current total cost for each category and balancing segment.

Enter the book to request this report.

Fully Reserved Assets Report

This report shows assets that became fully depreciated in a range of accounting periods. It is sorted by period, balancing segment, asset account, and asset number. It prints totals for each asset account, balancing segment, and period.

This report also prints a line for each of the periods the asset is fully reserved that fall in the period range requested. If you adjust a fully reserved asset, the report shows the asset only in the period you adjusted it if it again becomes fully reserved. If you run this for a period range, an asset may appear more than once on it.

Enter the book and From/To period range to request this report.

Depreciation Reports

Nondepreciating Property Report

This report locates property that is not depreciating. It is sorted by balancing segment, asset type, and asset category.

Enter the book to request this report.

Accounting Reports

Account Reconciliation Reserve Ledger Report

This report reviews how much depreciation Oracle Assets charges to a depreciation reserve account in an accounting period. It is sorted by balancing segment, asset account, reserve account, and cost center and prints totals for each of them.

If you partially retire, reclassify, or transfer an asset, the report prints the asset's year- to-date depreciation as of the transaction date on a separate line and marks each line on the right side of the report. These lines show zero for cost and depreciation amount because Oracle Assets allocates depreciation expense only to the distribution lines that were active at the end of the report period.

This report also provides supporting detail for the Reserve Detail Report. Enter the book and From/To period to request this report.

Asset Reclassification Reconciliation Report

This report reconciles Oracle Assets to the general ledger asset accounts. It is sorted by balancing segment, asset type, asset account, and cost center and prints totals for each of them.

It also provides supporting detail for the Cost Detail Report and the Reserve Detail Report for asset cost accounts.

Enter the book and From/To period range to request this report.

Asset Retirements By Cost Center Report

This report shows the asset retirements for each of the cost centers for the book and during the period selected. It is sorted by balancing segment, cost center, employee name, location, asset account, and asset number. It prints totals for each owner, cost center, and balancing segment. An asterisk (*) appears on the report for reinstated assets.

Enter a Cost Center range if needed to limit report output.

Accounting Reports

Asset Transfer Reconciliation Report

This report views the transfers made for a corporate book during an accounting period that affect a general ledger account. It does not show transfers between employees and locations since the general ledger number does not change. It is sorted by balancing segment, asset type, asset account, and cost center. It prints total cost for each cost center, balancing segment, asset type, and asset account.

This report also provides supporting detail for the Cost Detail Report for asset cost accounts.

Cost Detail Report

This report reconciles asset cost accounts to the general ledger. It is sorted by balancing segment, asset account, cost center, and asset number, and prints totals for each asset, account, and balancing segment.

Enter the book and the From/To period to request this report.

Cost Summary Report

This report reconciles asset cost accounts to the general ledger. It is sorted by balancing segment and asset account and prints totals for each of them.

Enter the book and the From/To period to request this report.

Accounting Reports

Cost Clearing Reconciliation Report

This report shows all assets created or adjusted during an accounting period for which Oracle Assets creates journal entries to asset clearing accounts. It reconciles the clearing accounts between the general ledger and Oracle Assets. It is sorted by transaction type, balancing segment, clearing account, cost center, and asset number.

Enter the book and the From/To period to request this report.

Drill Down Report

This report lists all journal entry lines and shows detailed asset transaction information for a particular journal entry batch. It is sorted by journal entry batch name, category, account (from the lowest balancing segment value to the highest), journal entry line number, and asset number.

Enter the book and the period to request this report.

Account Drill Down Report

This report shows detailed asset transaction information represented by a journal entry line. It is sorted by account (from the lowest balancing segment value to the highest), journal entry batch name, category, journal entry line number, and asset number.

Enter the book and the period to request this report. Enter the account number if needed or leave it blank to print all accounts.

Accounting Reports

Journal Entry Reserve Ledger Report

This report finds out how much depreciation expense Oracle Assets charges to a depreciation expense account for any accounting period. It lists all active capitalized assets and any retired assets in the period's fiscal year. It is sorted by balancing segment, expense and reserve accounts, and cost center. It prints totals for each cost center, account, and balancing segment.

If you partially retire, reclassify, or transfer an asset, the report prints the asset's year- to-date depreciation as of the transaction date on a separate line and marks each line on the right side of the report. These lines show zero for cost and depreciation amount because Oracle Assets allocates depreciation expense only to the distribution lines that were active at the end of the report period.

Enter the book and the period to request this report.

Reserve Detail Report

This report reconciles the reserve accounts to the general ledger. It is sorted by balancing segment, depreciation reserve account, cost center, and asset number and prints totals for cost center, account, and balancing segment.

Enter the book and the period to request this report.

Reserve Summary Report

This report reconciles the reserve accounts to the general ledger. It is sorted by balancing segment and depreciation reserve account.

Enter the book and the period to request this report.

Responsibility Reports

Asset Additions by Cost Center Report

This report reviews the assets added to Oracle Assets or capitalized during any depreciation period. It is sorted by balancing segment, asset type, cost center, asset account, and expense account.

Enter the book and From/To period range to request this report. Enter a From/To Cost Center range if needed to limit output.

Asset Additions Responsibility Report

This report shows assets added to the cost centers through additions, capitalizations, and transfers in the accounting period that you specify. It shows the owner and location of each unit. It is sorted by balancing segment, cost center, owner, location, and asset number. It prints totals for each cost center and balancing segment.

Enter the book and the period to request this report. Enter a From/To Cost Center range to limit output if needed.

Responsibility Reserve Ledger Report

This report shows how much depreciation expense Oracle Assets charges to a cost center in any depreciation period. It is sorted by balancing segment, asset number, cost center, and asset account.

Enter the book and the period to request this report. Enter a From/To Cost Center range to limit output if needed.

Asset Disposals Responsibility Report

This report shows assets removed from the cost centers through retirements and transfers. It shows the location of each unit. It is sorted by balancing segment, cost center, and owner. It also prints totals for these.

Enter the book and the period to request this report. Enter a From/To Cost Center range to limit output if needed.

Reconciliation Reports

Drill Down Report

This report lists all journal entry lines and shows detailed asset transaction information for a particular journal entry batch. It is sorted by journal entry batch name, category, account (from the lowest balancing segment value to the highest), journal entry line number, and asset number.

Enter the book and the period to request this report.

Account Drill Down Report

This report shows detailed asset transaction information represented by a journal entry line. It is sorted by account (from the lowest balancing segment value to the highest), journal entry batch name, category, journal entry line number, and asset number.

Enter the book and the period to request this report. Enter the account number if needed, or leave it blank to print all accounts.

Cost Detail Report

This report reconciles asset cost accounts to the general ledger. It is sorted by balancing segment, asset account, cost center, and asset number and prints totals for each asset, account, and balancing segment.

Enter the book and the From/To period to request this report.

Cost Summary Report

This report reconciles asset cost accounts to the general ledger. It is sorted by balancing segment and asset account. It also prints totals for these.

Enter the book and the From/To period to request this report.

Reconciliation Reports

Reserve Detail Report

This report reconciles the reserve accounts to the general ledger. It is sorted by balancing segment, depreciation reserve account, cost center, and asset number. It prints totals for cost center, account, and balancing segment.

Enter the book and the period to request this report.

Reserve Summary Report

This report reconciles the reserve accounts to the general ledger. It is sorted by balancing segment and depreciation reserve account.

Enter the book and the period to request this report.

Tracking Reports

Additions by Source Report

This report shows all assets added during an accounting period range and the invoice lines associated with that asset. It groups the assets by Mass Additions or Manual Transactions. It is sorted by source, balancing segment, asset type, asset account, cost center, and asset number.

For assets with multiple invoice lines, this report sorts by supplier number, invoice number, and invoice line number, and prints the totals for each cost center, asset account, asset type, balancing segment, and source.

This report also provides supporting detail for the Asset Addition Report by showing which line items are part of each addition transaction.

Enter the book and From/To range to request this report.

Asset Additions Report

This report reconciles the asset cost to the general ledger asset accounts. It lists all the assets added to Oracle Assets or capitalized during any depreciation period. It is sorted by balancing segment, asset type, cost center, asset account, and reserve account and prints totals for each of them.

This report also provides supporting detail for the Cost Detail Report and the Reserve Detail Report for asset cost accounts.

Enter the book and the From/To period to request this report.

Cost Adjustments by Source Report

This report shows all the cost adjustments made in the book during a selected accounting period range. It groups these by asset type and Mass Additions or Manual Transactions source.

Tracking Reports

It is sorted by source, balancing segment, asset type, asset account, cost center, and asset number. For assets with multiple source lines, it sorts by supplier number, invoice number, and invoice line number. It prints totals for each asset, if the asset number has multiple source lines, and for each cost center, asset account, asset type, balancing segment, and source.

This report provides supporting detail for the Cost Adjustment Report by showing which line items are part of each adjustment transaction.

Mass Additions Delete Report

This report provides an audit trail of the deleted mass additions.

Enter the book for which you want to run this report.

Mass Additions Create Report

This report reviews mass additions created from invoice distribution lines in Oracle Payables for the book that you selected. It provides a complete audit trail of the mass additions created by Payables. It is sorted by the total cost in both the functional and foreign currency for each company, asset account, currency, and cost center and prints totals for each of them.

This report lists mass additions invoices in both functional and foreign currency invoices in the general ledger.

Mass Additions Invoice Merge Report

This report reviews mass additions merged into a single asset. It is sorted by asset number. It does not include mass additions added to existing assets.

Enter the book and the period to request this report.

Tracking Reports

Mass Additions Invoice Split Report

This report reviews mass additions created by splitting multiunit mass additions. It is sorted by asset number. It does not include mass additions added to existing assets. It shows any mass additions merged and split.

Enter the book and the period to request this report.

Mass Additions Posting Report

This report gives an audit trail of the assets that Oracle Assets created from mass additions. It is sorted by transaction type and asset number.

This report divides mass additions by transaction type, additions that became assets, and those added to existing assets. It prints totals for each transaction type and the total number of mass addition lines posted in the batch.

Enter a book if you submit this report from the Submit Requests form.

Unposted Mass Additions Report

This report reviews mass additions that are not yet posted and appear under the date that the invoice distribution line was posted to the general ledger. It is sorted by period, asset account, and status. It prints the total cost for each asset account and period.

Enter the book to request this report.

Submitting Reports - Basic

Chapter 10

Submitting Reports - Basic

Section Objectives

At the end of this section, you should be able to:

- Request and submit a single report
- View reports online
- Print reports

Overview

Submitting Reports

- Run a single report. To specify which assets to report on, use report parameters, such as depreciation book, accounting period, and cost center. Run multiple reports simultaneously by using concurrent requests processed by the concurrent manager.
- Once you have submitted the reports, monitor the submission and view the output online in the Requests window.
- Use profile options to specify how many copies of each report to print.

Identifying Report Types

Identifying Reports

Oracle Assets provides the following types of reports:

- Accounting reports
- Asset listings
- Transaction reports
- Setup data listings
- Depreciation reports
- Responsibility reports

Identifying Oracle Assets Reports

Use Oracle Assets standard reports and listings to keep track of assets and to report to management and external agencies.

Oracle Assets provides the following types of reports to maintain accurate asset inventory:

- Asset listings inform managers of additions, transfers, retirements, or other unrecorded changes to ensure that the asset inventory and records are current.

Identifying Report Types

- Transaction reports preview transaction effects before occurrence.
- Responsibility reports find the location and the employee responsible for the asset.
- Standard Request Submission controls how you run reports and request sets. You use the Submit Requests window to submit a request. You can submit as many requests as you want, and you can submit a request more than once if you want to run the same request with different parameters.

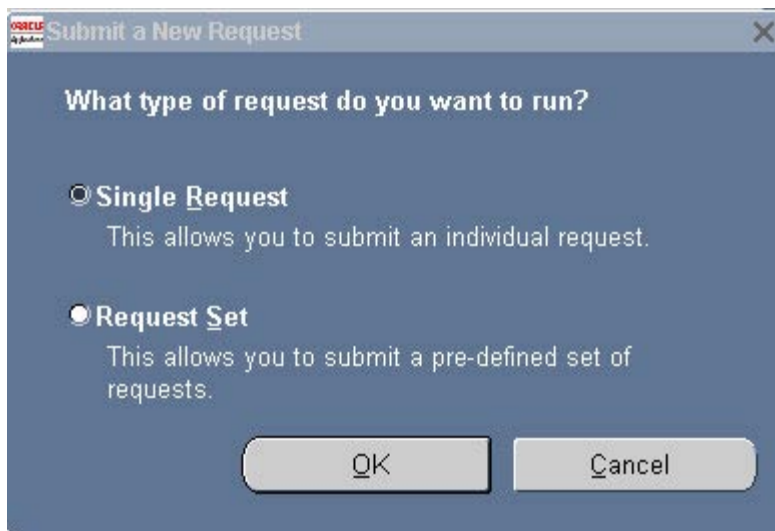
Submitting Individual Reports

Submit a New Request

Oracle Assets

N → Other → Requests → Run

Submit a New Request



1. In the Submit a New Request window select Single Request and select (B) OK.

Submit Request

Run this Request...

Name: **Asset Category Listing** Copy...

Parameters: **FRA**

Language: **American English** Languages...

At these Times...

As Soon as Possible Schedule...

Upon Completion...

☒ Save all Output Files

Notify: Options...

Print to: **anf2_124_ps**

Help (B) Submit Cancel

2. In the Submit Requests window, from the LOV choose the Request Name (report or program) that you want to run.

Your responsibility's request group determines which requests appear in the list.

Parameters

Book Name: **FRA** FRA DEPRECIATION BOOK

OK Cancel Clear Help

3. The Parameters window automatically appears when you place the cursor in the Parameters field. Enter the required request parameter values to specify the information scope that you want in the request output. Some requests do not have parameters at all. Select the LOV to display a list of valid parameter values.
4. In the Parameters window, select (B) OK to return to the Submit Request window.
5. Select (B) Schedule to define when to run the request. If you do not modify this region, Oracle Assets assumes that the request should be run as soon as possible.
6. Select the Save all Output Files checkbox to view the output online.

7. Select (B) Options button to specify the printer, print style and the number of copies to print.

If you do not enter or modify any values in the Upon Completion region, Oracle Applications automatically uses the default values determined by the user profile options Printer, Concurrent: Report Copies, Concurrent: Save Output, or by the program definition.

8. Select (B) Submit to submit the request.

Creating Request Sets

Viewing Requests in Process

Find Requests

Oracle Assets

N → Other → Concurrent

Find Requests

Find Requests

☐ My Completed Requests

☐ My Requests In Progress

☐ All My Requests

☒ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

☒ Include Request Set Stages in Query

Order By Request ID

Submit a New Request...

Clear

Find

1. In the Find Requests window select My Requests in Progress to view pending requests. Select (B) Find.

Use the Requests window to view a list of all your submitted concurrent requests that are scheduled to run or are currently running

Refresh Data

Find Requests

Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
471262	Journal Entry Reserve Le		Pending	Standby	FRA, NOV-01_FY-02
471261	Depreciation Run		Pending	Standby	FRA, NOV-01_FY-02, 0, 1
471260	Calculate Gains and Loss		Pending	Standby	FRA, NOV-01_FY-02
471259	Generate Accounts		Pending	Standby	FRA

Hold Request

View Details...

View Output

Cancel Request

Diagnostics

View Log...

- Select (B) Refresh Data until Phase show completed.

Viewing Completed Requests

Find Requests

Oracle Assets

N → Other → Concurrent

Find Requests

Or

Use (M) View → Requests

The screenshot shows the 'Find Requests' dialog box with the following elements:

- Radio Buttons:** ☒ My Completed Requests, ☐ My Requests In Progress, ☐ All My Requests, ☐ Specific Requests.
- Search Fields:** Request ID, Name, Date Submitted, Date Completed, Status (dropdown), Phase (dropdown), Requestor.
- Checkbox:** ☒ Include Request Set Stages in Query.
- Order By:** A dropdown menu currently showing 'Request ID'.
- Buttons:** Submit a New Request..., Clear, Find.

1. Select My Completed Requests in the Find Request window to view the completed requests.
2. Select (B) Find.

Requests

Refresh Data Find Requests Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
471254	Asset Register Report		Completed	Normal	FRA, ,
471237	Calculate Gains and Loss		Completed	Normal	FRA, NOV-01_FY-02
471230	Mass Reinstatements		Completed	Normal	143
471229	Calculate Gains and Loss		Completed	Normal	FRA, NOV-01_FY-02
471227	Mass Retirements Except		Completed	Normal	P_MASS_RETIREMENT_ID=143
471226	Mass Retirements Report		Completed	Normal	P_MASS_RETIREMENT_ID=143
471225	Mass Retirements		Completed	Normal	143
471152	Mass Reinstatements		Completed	Normal	144
471151	Mass Retirements Except		Completed	Normal	P_MASS_RETIREMENT_ID=144
471150	Mass Retirements Report		Completed	Normal	P_MASS_RETIREMENT_ID=144

Hold Request View Details... View Output

Cancel Request Diagnostics View Log...

- In the Requests window select (B) View Output to display online a successfully completed request output.

Report: request ID - 471254

Page 1 Font Size 8

DEPARTMENT OF TRANSPORTATION
Book: FRA

Asset Number: 1000002
Tag Number:

Description: 210031262 - PRISM SOFTWARE
Serial Number:

Category: FRA.18306000.31470 - INFORMATION T
Model Number:
Owned or Leased: Owned
Parent Asset No:

Manufacturer:
Property Type:
New or Used: New
Parent Asset Description:

Total Units: 1
Property Class:
In Use: Yes
Asset Type: Capitalized

Invoice Number	Invoice Line Number	Description	Vendor Number	Vendor Name	Purchase Order Number
102561	1	210031262 - PRISM SOFTWARE	541304735	COMPUSEARCH SOFTWARE SYSTEMS	DTFR5300F00515A
102561A	1	210031262 - PRISM SOFTWARE	541304735	COMPUSEARCH SOFTWARE SYSTEMS	DTFR5300F00515A

Book	Date Placed In Service	Prorate Convention	Prorate Date	Months Deprn in First Yr Depreciate	Depreciate When Placed in Service	Deprn Start Date
FRA	21-NOV-2000	FOL MONTH	01-DEC-2000	10 Yes	Yes	21-NOV-2000

Book	Depreciation Method	Life Yr Mo	Basic Adjusted Rate (%)	Rate (%)	Capacity	Year-To-Date Production	Life-To-Date Unit of Production Measure Last Year
FRA	STL	3.00					Yes

Book	Period Reserved	Period Retired	ITC Rate (%)	ITC Amount	ITC Basis Rate (%)	Basis Reduction	Basis Reduction

Go To... First Previous Next Last

4. Close the Report window.

Using the Concurrent Manager

Using the Concurrent Manager in Oracle Applications

- Each time you submit a report, you create a concurrent process. The Concurrent Manager enables the concurrent process to run simultaneously with other concurrent processes (and other interactive activities) to complete multiple tasks at one time.
- The Concurrent Manager detects concurrent processes that terminate abnormally, and it automatically recovers from these situations. If a concurrent request is interrupted by a system signal or segmentation fault, it detects the disruption and updates the request status to Error. It then continues to process other pending concurrent requests.
- If the running request is a parent request (such as a report set), the request is completed with an error status, and the status of all its child requests are updated to Error. No other recovery procedures are required to resume concurrent processing.
- In certain situations when the concurrent process fails, the system administrator restarts the concurrent processing facility to rerun all the running requests at the time of failure.

Using the Request Window

The Requests window helps you to view a list of all submitted requests, check whether the request has run, change a request's processing options, diagnose errors, and find the request status in the queues of available managers.

- Oracle Assets enables you to monitor your concurrent requests when you display the Concurrent Requests Summary window.
- And, if your request has not yet started running, Oracle Assets enables you to cancel or change some of the request's parameter, resubmission, print, or run options.

The following sections will show you how to monitor your concurrent requests and modify their options after you submit them to run.

Viewing Information

Find Requests

Oracle Assets

N → Other → Concurrent

Find Requests

Or

(M) View → Requests

The screenshot shows the 'Find Requests' window with the following elements:

- Radio Buttons:** ☒ My Completed Requests, ☒ My Requests In Progress, ☐ All My Requests, ☒ Specific Requests.
- Input Fields:** Request ID, Name, Date Submitted, Date Completed, Status, Phase, and Requestor.
- Checkboxes:** ☒ Include Request Set Stages in Query.
- Order By:** A dropdown menu currently set to 'Request ID'.
- Buttons:** 'Submit a New Request...', 'Clear', and 'Find'.

1. In the Find Requests window, enter the following information. Enable the All My Requests radio button and select (B) Find.

FIND REQUESTS

Field Name	Comments	Required?
My Completed Requests radio button	If enabled, will retrieve all requests where Phase status is Completed.	One of the 4 options must be selected. The All My Requests radio button is the default selection.
My Requests In Progress radio button	If enabled, will retrieve all requests where Phase status is not completed.	
All My Requests radio button	If enabled, will retrieve all submitted requests regardless of Phase status.	
Specific Requests radio button	If enabled, will retrieve those requests that satisfy the additional search criteria entered in the following fields. (Fields below are only active if Specific Requests check box is checked.)	
Request ID	Enter ID of the request that was submitted.	No
Name	Enter request name.	No
Date Submitted	Enter date the request was submitted. Select from LOV.	No
Date Completed	From LOV, enter the date the request was completed.	No
Status	From dropdown list, choose status.	No
Phase	From dropdown list, choose phase.	No
Requestor	From LOV, choose an ID.	No
Include Request Set Stages in Query checkbox	If enabled, the stage of any request sets will be included in the search. This checkbox is enabled as default.	No
Order By	From the dropdown list, choose the column to sort the items retrieved from the search. Request ID is the default value.	No

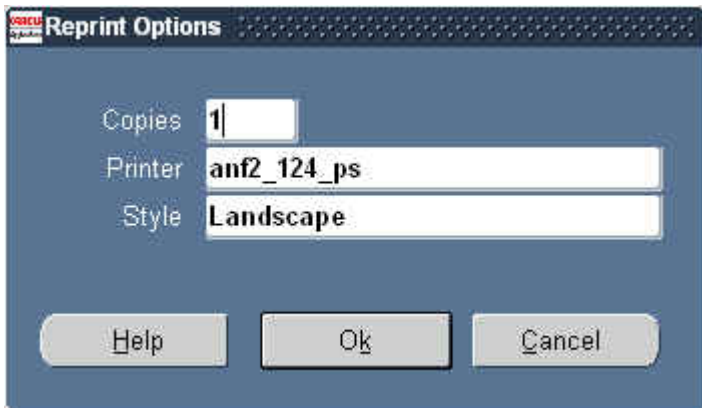
The screenshot shows a window titled "Requests" with a toolbar at the top containing "Refresh Data", "Find Requests", and "Submit a New Request...". Below the toolbar is a table with the following columns: Request ID, Name, Parent, Phase, Status, and Parameters. The table contains 13 rows of data, with the first row selected. Below the table is another toolbar with buttons: "Hold Request", "View Details...", "View Output", "Cancel Request", "Diagnostics", and "View Log...".

Request ID	Name	Parent	Phase	Status	Parameters
433219	Purchase Order Detail Re		Completed	Normal	... 101, ..., 2
432261	Purchase Order Detail Re		Completed	Normal	PO DETAIL REPORT, ..., 101, ...
432143	Asset Category Listing		Completed	Normal	FRA
432120	Program - Create Journa		Completed	Normal	7, 0, N, 0
432069	Pay On Receipt AutoInvo		Completed	Normal	ERS, 1, , 0
431299	Due Date Calculation Ex	431297	Completed	Normal	P
431298	Due Date Calculation Ex	431297	Completed	Normal	P
431297	FVXDUDRP (Request Set	431294	Completed	Normal	8901, 538, 10523, 431294
431296	Due Date Calculation	431295	Completed	Normal	P
431295	FVXFODDC (Request Set	431294	Completed	Normal	8901, 538, 10520, 431294

2. In the Requests window, choose the record to view.

REQUESTS		
Field Name	Comments	Required?
Request ID	The Request ID defaults from the Requests ID number.	Display Only
Name	The Name field is the name of the report or action that you requested.	Display Only
Parent	This field displays the request ID for the parent request.	Display Only
Phase	This field displays the Phase of the request.	Display Only
Status	This field displays the Status of the request.	Display Only
Parameters	This field displays the Parameters used by the request.	Display Only

3. In the Requests window, select (B) View Output to display a request report. Use the scrollbars at the bottom and side of the window to view the entire report.
4. Close the Report window to return to the Request window, select (B) View Log to display a log of the request.
5. In the Log file window use the scroll bars at the bottom and side of the window to view the entire Log file. Close window to return to the Requests window.



6. Select (M) Tools: Reprint to reprint a request output. Specify the printer, number of copies, and style for reprinting. Select (B) OK to accept to reprint the request.

Canceling Requests

Find Requests

Oracle Assets

N → Other → Concurrent

Find Requests

Or

(M) View: Requests

The screenshot shows the 'Find Requests' window with the following elements:

- Radio Buttons:** ☐ My Completed Requests, ☐ My Requests In Progress, ☒ All My Requests, ☐ Specific Requests.
- Search Fields:** Request ID, Name, Date Submitted, Date Completed, Status (dropdown), Phase (dropdown), Requestor.
- Checkbox:** ☒ Include Request Set Stages in Query.
- Order By:** A dropdown menu currently showing 'Request ID'.
- Buttons:** 'Submit a New Request...', 'Clear', and 'Find'.

1. In the Find Requests window, select All My Requests and select (B) Find.

Requests

Oracle Requests window showing a list of requests. The window includes buttons for 'Refresh Data', 'Find Requests', and 'Submit a New Request...'. Below the buttons is a table with columns: Request ID, Name, Parent, Phase, Status, and Parameters.

Request ID	Name	Parent	Phase	Status	Parameters
471254	Asset Register Report		Pending	@Normal	FRA, ,
471237	Calculate Gains and Loss		Completed	Normal	FRA, NOV-01_FY-02
471230	Mass Reinstatements		Completed	Normal	143
471229	Calculate Gains and Loss		Completed	Normal	FRA, NOV-01_FY-02
471227	Mass Retirements Except		Completed	Normal	P_MASS_RETIREMENT_ID=143
471226	Mass Retirements Report		Completed	Normal	P_MASS_RETIREMENT_ID=143
471225	Mass Retirements		Completed	Normal	143
471152	Mass Reinstatements		Completed	Normal	144
471151	Mass Retirements Except		Completed	Normal	P_MASS_RETIREMENT_ID=144
471150	Mass Retirements Report		Completed	Normal	P_MASS_RETIREMENT_ID=144

Below the table are buttons for 'Hld Request', 'View Details...', 'View Output', 'Cancel Request', 'Diagnostics', and 'View Log...'.

2. In the Requests window, select (B) Cancel Request to terminate a request if the request is pending, inactive, running, or any time before it is completed. If you cancel a request set, Oracle Assets automatically cancels all requests in the set.

Decision

Oracle Decision dialog box with the text: "Cancelling a request cannot be undone. Continue?". The dialog has two buttons: "Yes" and "No".

3. Select (B) Yes to cancel request and save your changes.

Note: The Cancel Request button is disabled if the request is completed.

Placing a Hold on Requests

Find Requests

Oracle Assets

N → Other → Concurrent

Find Requests

Or

(M) View: Requests

Find Requests

☐ My Completed Requests

☐ My Requests In Progress

☒ All My Requests

☐ Specific Requests

Request ID

Name

Date Submitted

Date Completed

Status

Phase

Requestor

☒ Include Request Set Stages in Query

Order By **Request ID**

1. Select All My Requests in the Find Requests window, then select (B) Find.

Requests

The screenshot shows a software window titled "Requests". At the top, there are three buttons: "Refresh Data", "Find Requests", and "Submit a New Request...". Below these is a table with the following columns: Request ID, Name, Parent, Phase, Status, and Parameters. The table contains four rows of data, all with "Pending" in the Phase column and "Standby" in the Status column. The first row is selected, indicated by a blue highlight in the Request ID column.

Request ID	Name	Parent	Phase	Status	Parameters
471262	Journal Entry Reserve Le		Pending	Standby	FRA, NOV-01_FY-02
471261	Depreciation Run		Pending	Standby	FRA, NOV-01_FY-02, 0, 1
471260	Calculate Gains and Loss		Pending	Standby	FRA, NOV-01_FY-02
471259	Generate Accounts		Pending	Standby	FRA

Below the table, there are two rows of buttons. The first row contains "Hold Request", "View Details...", and "View Output". The second row contains "Cancel Request", "Diagnostics", and "View Log...".

2. In the Requests window, select (B) Hold Request to put a hold on a pending request before it begins to run.

The screenshot shows the Oracle Requests window. At the top, there are three buttons: "Refresh Data", "Find Requests", and "Submit a New Request...". Below these is a table with the following columns: Request ID, Name, Parent, Phase, Status, and Parameters. The table contains four rows of data, with the first row selected. Below the table, there are six buttons arranged in two rows: "Remove Hold", "View Details...", "View Output" in the first row, and "Cancel Request", "Diagnostics", "View Log..." in the second row.

Request ID	Name	Parent	Phase	Status	Parameters
471262	Journal Entry Reserve Le		Inactive	On Hold	FRA, NOV-01_FY-02
471261	Depreciation Run		Pending	Standby	FRA, NOV-01_FY-02, 0, 1
471260	Calculate Gains and Loss		Pending	Standby	FRA, NOV-01_FY-02
471259	Generate Accounts		Pending	Standby	FRA

Note: If the cursor is on a request that has been put on hold, the Hold Request button is replaced by the Remove Hold button.

3. Select (B) Remove Hold to allow the request to run and automatically save your changes.

Summary

You should now be able to do the following:

- Request and submit a single report
- Run report sets
- View reports online
- Print reports

Submitting Reports

- Identify the report types provided by Oracle Assets.
- Run single or groups of reports.
- View completed and concurrent requests.
- Print reports.
- Use these reporting functions of Oracle Assets for audit trails, external reporting, management reporting, and reconciling Oracle Assets with the general ledger.

Reconciling Assets Data - Basic

Chapter 11

Reconciling Assets Data - Basic

Section Objectives

At the end of this section, you should be able to:

- Reconcile Oracle Assets to Oracle General Ledger
- Use standard reports to reconcile mass additions Identify which columns should match when reconciling various reports
- Identify which columns should match when reconciling various reports

Overview

Reconciling Assets Data

- To confirm data in reports, reconcile Oracle Assets to Oracle Payables and Oracle Projects, and to non-Oracle feeder systems.
- You use reports to reconcile journal entries that are sent to Oracle General Ledger.

Reconciling to the General Ledger

Using Reports to Reconcile to the General Ledger

When the DELPHI Controller runs depreciation and creates journal entries in Oracle Assets, journal batches are sent to the general ledger where the DELPHI Controller posts the entries.

At the end of each month, use the Drill Down and Account Drill Down Reports in Oracle Assets to reconcile journal entries with Oracle General Ledger's Unposted Journals Report as follows:

- Use the Unposted Journals Report in Oracle General Ledger to review unposted journal batches and associated journals before you post.
- Trace transactions back to the original source with this information.
- Use the Drill Down Report in Oracle Assets to list all journal entry lines and detailed information on the asset transactions for a particular journal entry batch.
- Use the Account Drill Down Report in Oracle Assets to obtain detailed information on the asset transactions represented by a journal entry line.

Reconciling Asset Cost Accounts

Using Reports to Reconcile Asset Cost Accounts

- Use the Account Analysis with Payables Detail Report in Oracle General Ledger to reconcile asset additions imported into General Ledger from Oracle Payables.
- Use the General Ledger Report in Oracle General Ledger to list beginning and ending account balances and all journal entry lines affecting each account balance in the functional and foreign currencies. Use this report to review journal information and to trace each transaction back to its original source.
- Match the ending balance of the Cost Summary Report with the Cost Detail Report.
- Match the ending balance of the Reserve Summary Report with the Reserve Detail Report.

Using Reports to Reconcile Asset Cost Accounts

Reconcile the following reports' information to the Cost Detail Report.

Report Name	Matching Columns
Asset Additions Report	Match the cost with the additions column on the Cost Detail Report.
Cost Adjustments Report	Match the net change column with the adjustments column on the Cost Detail Report.
Asset Retirements Report	Match the cost retired column with the retirements column on the Cost Detail Report.
Asset Transfer Reconciliation Report	Match the cost column with the transfers column on the Cost Detail Report.

Reconciling Reserve Accounts

Using Reports to Reconcile Reserve Accounts

Reconcile the following reports to the columns in the Reserve Detail Report.

Matching Columns	
Report Name and Column Name	Reserve Detail Report Column
Asset Additions Report Accumulated depreciation column	Additions column
Cost Adjustments Report Reserve adjustments column	Adjustments column
Asset Retirements Report Difference between Cost retired and Net book value retired column	Retirements column
Asset Reconciliation Reserve Ledger Report Depreciation amount column	Depreciation column
Asset Transfers Report Accumulated depreciation column	Transfers column

Reconciling Depreciation Expense Accounts

Using Reports to Reconcile Depreciation Expense Accounts

- Use the Journal Entry Reserve Ledger Report to find out how much depreciation expense Oracle Assets charged to a depreciation expense account for any accounting period.
- Reconcile depreciation expense with the General Ledger Report or the Account Analysis Report.

Reconciling Mass Additions

Using Reports to Reconcile Mass Additions

Use the following reports to track mass additions from the time you import them from the accounts payable system to the time you post them in Oracle Assets:

1. The Mass Additions Create Report provides a complete audit trail of the mass additions created by Oracle Payables.
2. The Mass Additions Posting Report shows an audit trail of assets that were created from mass additions when you post Mass Additions. Oracle Assets posts mass additions with a Post status.
3. The Cost Clearing Reconciliation Report shows all assets created or adjusted during an accounting period for which Oracle Assets creates journal entries to asset clearing accounts. Use this report to reconcile clearing accounts between the general ledger and Oracle Assets.

Reconciling Mass Additions

4. The Additions by Source Reports show posted mass additions and manual mass additions, and should be reconciled with the Asset Additions Report and the Mass Additions Posting Report. Its current cost column should match with the cost column on the Mass Additions Posting Report.
5. Use the Mass Additions Status Report to review source lines by queue name in the Mass Additions table.

Summary

You should now be able to do the following:

- Reconcile Oracle Assets to Oracle General Ledger
- Use standard reports to reconcile mass additions
- Identify which columns should match when reconciling various reports

Reconciling Assets Data

Verify information in Oracle Assets with information transferred or received from other applications, such as Oracle General Ledger, Oracle Payables, and Oracle Projects that currently integrate with Oracle Assets.

Oracle Assets Summary - Basic

Chapter 12

Oracle Assets Summary - Basic

Section Objectives

At the end of this section, you should be able to:

- Summarize Oracle Assets

Oracle Assets Overview

Oracle Assets Release 11i

- Managing Assets
- Reporting and Reconciling
- Conclusion

Managing Assets

Maintaining Accurate Asset Inventory

Flexible location codes locate assets quickly.

Adjust an asset, groups of assets, or financial information

Calculate depreciation and create journal entries for each book independently.

Oracle Assets adapts to unforeseen circumstances and allows you to adjust depreciation amounts by using the unplanned depreciation feature.

At any time, view descriptive or financial information about the assets online, or print reports.

Reporting and Reconciling

Submitting Reports and Reconciling

You are now able to run one or more reports simultaneously using concurrent requests processed by the concurrent manager.

Specify which assets to report on using report parameters, such as depreciation book, accounting period, and cost center.

Use reports to reconcile asset data, such as cost accounts, mass additions, and reserve accounts with the general ledger and other feeder systems.

Summary

Course Summary

You should now be able to do the following:

- Add assets using manual and mass additions, and invoice lines from other feeder systems
- Maintain accurate asset inventory by adjusting, transferring, depreciating, retiring and viewing.
- Submit reports for audit trails and reconciliation

Oracle Assets Release 11i

You are now able to add assets using manual and mass additions, add invoice lines from external sources, maintain asset inventory, and run reports.